



**TOWN OF CHARLESTOWN**

**TOWN OF CHARLESTOWN**

**Fiscal Year 2022-2023  
Tentative Budget Adopted for presentation at the Budget Public Hearing  
April 11, 2022**

**FOR PRESENTATION AT  
THE BUDGET HEARING  
May 2, 2022  
7:00 P.M.**

**Town Council**

**Deborah A. Carney, President  
Cody W. Clarkin, Vice President  
Susan J. Cooper  
Grace F. Klinger  
Bonnie Van Slyke**

**Budget Commission Members**

**Richard J. Sartor, Chairman  
Linda Phillips, Vice Chair  
Greg Plunkett, Secretary  
Arthur Haskins  
Paula Anderson**

**Ex-officio Members**

**Susan J. Cooper, Town Council Liaison  
Mark Stankiewicz, Town Administrator  
Irina Gorman, Town Treasurer**

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**TOWN OF CHARLESTOWN**  
**FISCAL YEAR 2022-2023**  
**DEPARTMENT COMPARISON TO PRIOR YEAR**

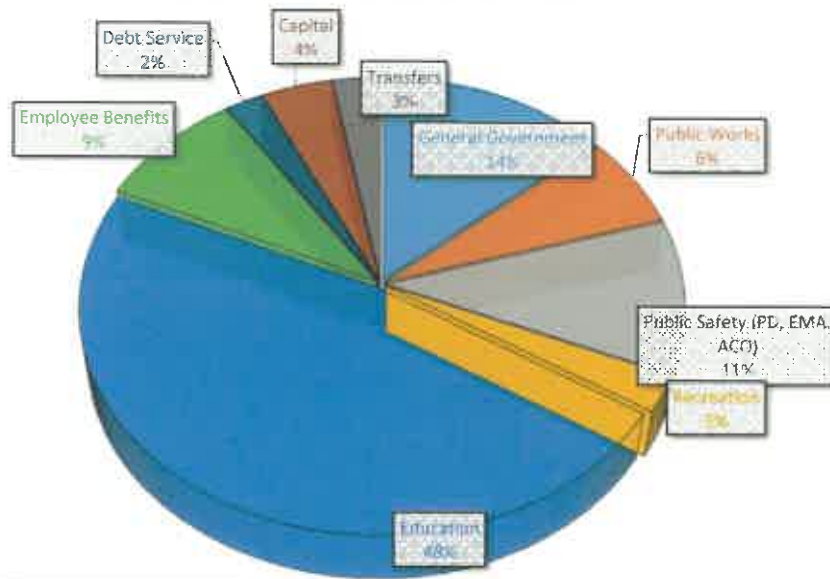
Dept Number	Department Name	FY 2022 Approved Budget	FY 2023 Requested Amount	FY2023 Budget Commission	FY2023 Town Council	\$ Change from Prior Year Budget	% Change from Prior Year Budget
410	Town Council	34,835	34,835	34,835	34,835	0	0%
420	Town Administrator	226,316	226,316	224,817	224,817	(1,499)	-1%
430	Board of Canvassers	74,197	74,197	73,297	73,297	(900)	-1%
440	Treasurer	304,279	295,429	296,529	296,529	(7,750)	-3%
445	Information Technology	282,498	282,498	276,998	276,998	(5,500)	-2%
450	Tax Assessor	202,541	179,878	177,078	177,078	(25,463)	-13%
455	GIS	119,364	119,364	117,664	117,664	(1,700)	-1%
460	Tax Collector	147,045	147,145	147,146	147,146	101	0%
470	Town Clerk	235,660	235,660	233,615	233,615	(2,045)	-1%
480	Town Planner	170,670	169,383	163,383	163,383	(7,287)	-4%
490	Central Services	442,666	443,266	404,376	404,376	(38,290)	-9%
510	Police Department	2,984,714	2,984,713	2,984,463	2,984,463	(251)	0%
520	Building Inspector	319,935	319,935	319,936	319,936	1	0%
530	CEMA	83,150	84,650	79,900	79,900	(3,250)	-4%
540	Animal Control	119,364	119,364	116,864	116,864	(2,500)	-2%
560	Public Assistance	7,051	7,051	6,051	6,051	(1,000)	-14%
570	Municipal Court	9,871	9,871	9,870	9,870	(1)	0%
610	DPW Administration	190,228	190,228	189,228	189,228	(1,000)	-1%
620	DPW Highway & Roads	1,247,877	1,247,877	1,204,377	1,204,377	(43,500)	-3%
630	DPW Building & Grounds	376,364	367,745	368,667	368,667	(7,697)	-2%
640	CRCC Mandated Monitoring	12,792	12,000	12,792	12,792	0	0%
660	DPW Wastewater Management	143,079	143,079	140,732	140,732	(2,347)	-2%
740	Boards & Commissions	31,200	31,200	35,900	35,900	4,700	15%
800	Senior Center/Community Center	149,450	149,450	134,030	134,030	(15,420)	-10%
810	Recreation Administration	215,612	214,362	213,560	213,560	(2,052)	-1%
815	Recreation Programs	166,509	165,509	153,389	153,389	(13,120)	-8%
820	Charlestown Beach	188,732	186,632	170,182	170,182	(18,550)	-10%
830	Ninigret Park	58,636	58,636	50,436	50,436	(8,200)	-14%

TOWN OF CHARLESTOWN  
FISCAL YEAR 2022-2023  
DEPARTMENT COMPARISON TO PRIOR YEAR

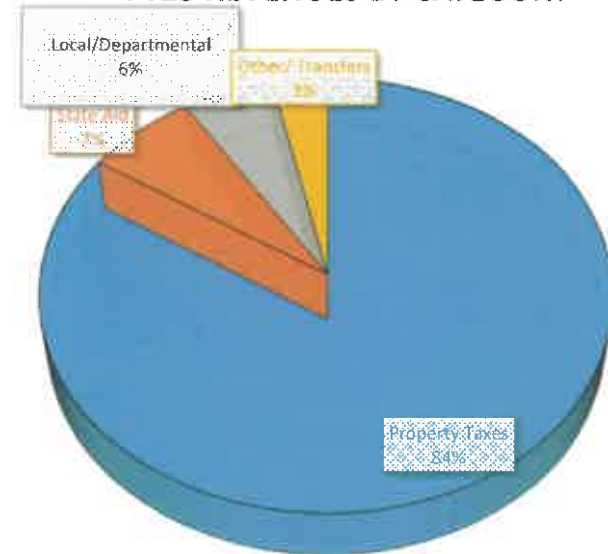
Dept Number	Department Name	FY 2022 Approved Budget	FY 2023 Requested Amount	FY2023 Budget Commission	FY2023 Town Council	\$ Change from Prior Year Budget	% Change from Prior Year Budget
850	Blue Shutters Beach	189,267	189,267	172,417	172,417	(16,850)	-9%
900	Debt Service	642,583	642,583	642,583	642,583	0	0%
920	Employee Benefits	2,910,335	2,910,336	2,550,657	2,550,657	(359,678)	-12%
940	Professional Services	248,160	233,160	273,160	273,160	25,000	10%
950	Town Insurance	332,083	332,083	322,884	322,884	(9,199)	-3%
960	Council Contingency	50,000	50,000	50,000	50,000	0	0%
<b>Subtotal Department Budgets</b>		<b>12,917,063</b>	<b>12,857,703</b>	<b>12,351,816</b>	<b>12,351,816</b>	<b>(565,247)</b>	<b>-4%</b>
720	Outside Agencies	25,490	29,990	24,500	24,500	(990)	-4%
730	Local Agencies	653,762	653,762	629,712	629,712	(24,050)	-4%
<b>Subtotal Outside Agencies</b>		<b>679,252</b>	<b>683,752</b>	<b>654,212</b>	<b>654,212</b>	<b>(25,040)</b>	<b>-4%</b>
990	Capital Improvements	2,829,363	1,212,130	1,217,431	1,217,431	(1,611,932)	-57%
995	Transfers Out	989,328	876,501	837,474	837,474	(151,854)	-15%
<b>Subtotal Capital and Transfers Out</b>		<b>3,818,691</b>	<b>2,088,631</b>	<b>2,054,905</b>	<b>2,054,905</b>	<b>(1,763,786)</b>	<b>-46%</b>
<b>Total Municipal Budget</b>		<b>17,415,005</b>	<b>15,630,086</b>	<b>15,060,933</b>	<b>15,060,933</b>	<b>(2,354,073)</b>	<b>-14%</b>
780	Chariho School	13,982,921	13,982,921	13,879,020	13,879,020	(103,901)	-1%
<b>Total School Budget</b>		<b>13,982,921</b>	<b>13,982,921</b>	<b>13,879,020</b>	<b>13,879,020</b>	<b>(103,901)</b>	<b>-1%</b>
<b>Grand Total Municipal &amp; School</b>		<b>31,397,927</b>	<b>29,613,008</b>	<b>28,939,953</b>	<b>28,939,953</b>	<b>(2,457,974)</b>	<b>-8%</b>

TOWN OF CHARLESTOWN  
FISCAL YEAR 2022 - 2023

FY23 EXPENDITURES BY CATEGORY



FY23 REVENUES BY CATEGORY



# **TOWN OF CHARLESTOWN**

Fiscal Year 2022 - 2023

## **REVENUE SUMMARY**

Description	FY2020 Audited	FY2021 Audited	FY2022 Approved	FY2022 Adjusted Budget	FY2022 Actual as of 12/31/2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
Taxes	\$23,346,615	\$23,634,499	\$23,483,814	\$23,483,814	\$14,110,658	\$24,175,500	\$24,245,500	\$24,363,605	\$24,363,605
State Aid	\$2,223,962	\$1,747,409	\$2,152,889	\$2,152,889	\$721,770	\$1,988,057	\$1,932,814	\$1,964,300	\$1,964,300
Licenses and Fees	\$383,300	\$565,017	\$481,500	\$481,500	\$382,765	\$481,500	\$486,000	\$553,000	\$553,000
Departmental Revenue	\$1,196,670	\$981,367	\$1,009,000	\$1,009,000	\$585,826	\$1,009,000	\$1,074,000	\$1,069,000	\$1,069,000
Other	\$1,046,165	\$174,076	\$3,116,845	\$3,116,845	\$92,333	\$135,000	\$660,000	\$990,048	\$990,048
<b>Total</b>	<b>\$28,196,712</b>	<b>\$27,102,368</b>	<b>\$30,244,048</b>	<b>\$30,244,048</b>	<b>\$15,893,352</b>	<b>\$27,789,057</b>	<b>\$28,398,314</b>	<b>\$28,939,953</b>	<b>\$28,939,953</b>

**TOWN OF CHARLESTOWN**  
Fiscal Year 2022 - 2023  
REVENUE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved	FY2022 Adjusted Budget	FY2022 Actual as of Dec 31, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
01.310.3100.000	REVENUE	Taxes - Current Year	\$22,920,685	\$23,235,122.24	\$23,056,214	\$23,056,214	\$13,804,650	\$23,747,900	\$23,747,900	\$23,916,005	\$23,916,005
01.310.3110.000	REVENUE	Taxes - Prior Year	\$292,155	\$229,094.54	\$300,000	\$300,000	\$246,363	\$300,000	\$350,000	\$300,000	\$300,000
01.310.3115.000	REVENUE	Interest Prior Yr Tax	\$126,718	\$163,649.59	\$120,000	\$120,000	\$59,644	\$120,000	\$140,000	\$140,000	\$140,000
01.310.3120.000	REVENUE	DEM Refuge Revenue (In Lieu of Tax)	\$7,058	\$6,633.00	\$7,600	\$7,600	\$0	\$7,600	\$7,600	\$7,600	\$7,600
			<b>\$23,346,615</b>	<b>\$23,634,499.37</b>	<b>\$23,483,814</b>	<b>\$23,483,814</b>	<b>\$14,110,658</b>	<b>\$24,175,500</b>	<b>\$24,245,500</b>	<b>\$24,363,605</b>	<b>\$24,363,605</b>
01.320.3220.000	REVENUE	State Parking Fees	\$28,665	37,378.87	\$30,000	\$30,000	\$37,379	\$30,000	\$37,000	\$37,000	\$37,000
01.320.3225.000	REVENUE	Beverage/Meals Tax	\$178,182	120,974.08	\$153,885	\$153,885	\$80,383	\$153,885	\$165,000	\$165,000	\$165,000
01.320.3235.000	REVENUE	State Aid Education	\$1,543,188	1,310,336.00	\$1,291,300	\$1,291,300	\$425,840	\$1,291,300	\$1,217,814	\$1,291,300	\$1,291,300
01.320.3240.000	REVENUE	Motor Vehicle Tax - State Reimbursement	\$307,354	128,064.20	\$516,866	\$516,866	\$128,064	\$352,034	\$352,000	\$310,000	\$310,000
01.320.3245.000	REVENUE	Public Service Corp. Tax	\$96,898	92,883.15	\$96,898	\$96,898	\$0	\$96,898	\$97,000	\$97,000	\$97,000
01.320.3250.000	REVENUE	Hotel Tax	\$69,676	57,772.28	\$63,940	\$63,940	\$50,104	\$63,940	\$64,000	\$64,000	\$64,000
			<b>\$2,223,962</b>	<b>\$1,747,409</b>	<b>\$2,152,889</b>	<b>\$2,152,889</b>	<b>\$721,770</b>	<b>\$1,988,057</b>	<b>\$1,932,814</b>	<b>\$1,964,300</b>	<b>\$1,964,300</b>
01.330.3310.000	REVENUE	Business Licenses	\$20,296	\$27,239	\$17,500	\$17,500	\$15,340	\$17,500	\$21,000	\$21,000	\$21,000
01.330.3320.000	REVENUE	Non-Business License	\$5,170	\$6,122	\$5,000	\$5,000	\$3,287	\$5,000	\$6,000	\$6,000	\$6,000
01.330.3330.000	REVENUE	Probate Fees	\$13,634	\$16,636	\$14,000	\$14,000	\$9,438	\$14,000	\$14,000	\$16,000	\$16,000
01.330.3340.000	REVENUE	Transfer Stamps	\$222,014	\$355,460	\$300,000	\$300,000	\$274,711	\$300,000	\$300,000	\$350,000	\$350,000
01.330.3350.000	REVENUE	Recording Fees	\$122,187	\$159,560	\$145,000	\$145,000	\$79,989	\$145,000	\$145,000	\$160,000	\$160,000
			<b>\$383,300</b>	<b>\$565,017</b>	<b>\$481,500</b>	<b>\$481,500</b>	<b>\$382,765</b>	<b>\$481,500</b>	<b>\$486,000</b>	<b>\$553,000</b>	<b>\$553,000</b>
01.340.3300.000	REVENUE	Tax Certificates	\$12,700	\$15,000	\$11,000	\$11,000	\$8,110	\$11,000	\$13,000	\$13,000	\$13,000
01.340.3405.000	REVENUE	Building Inspections	\$406,438	\$358,796	\$350,000	\$350,000	\$179,904	\$350,000	\$360,000	\$360,000	\$360,000
01.340.3415.000	REVENUE	Zoning Board	\$2,600	\$5,325	\$4,000	\$4,000	\$59	\$4,000	\$4,000	\$4,000	\$4,000
01.340.3420.000	REVENUE	Planning Fees	\$3,350	\$5,880	\$4,000	\$4,000	\$4,130	\$4,000	\$5,000	\$5,000	\$5,000
01.340.3425.000	REVENUE	Animal Control	\$4,709	\$3,839	\$5,000	\$5,000	\$330	\$5,000	\$5,000	\$5,000	\$5,000
01.340.3430.000	REVENUE	Police Department	\$28,322	\$29,513	\$25,000	\$25,000	\$14,617	\$25,000	\$30,000	\$30,000	\$30,000
01.340.3431.000	REVENUE	Police Vehicle Reimbursement	\$34,756	\$40,659	\$35,000	\$35,000	\$19,480	\$35,000	\$40,000	\$40,000	\$40,000
01.340.3435.000	REVENUE	Town Beach Parking	\$169,074	\$119,400	\$140,000	\$140,000	\$92,693	\$140,000	\$143,000	\$143,000	\$143,000
01.340.3436.000	REVENUE	Beach Passes	\$111,439	\$98,220	\$100,000	\$100,000	\$59,344	\$100,000	\$104,000	\$104,000	\$104,000
01.340.3440.000	REVENUE	Recreation	\$114,005	\$39,632	\$95,000	\$95,000	\$25,873	\$95,000	\$100,000	\$95,000	\$95,000
01.340.3445.000	REVENUE	Ninigret Park	\$1,241	\$25	\$2,000	\$2,000	\$25	\$2,000	\$2,000	\$2,000	\$2,000
01.340.3445.001	REVENUE	Ninigret Gate House Rent	\$6,000	\$6,000	\$6,000	\$6,000	\$3,000	\$6,000	\$6,000	\$6,000	\$6,000
01.340.3451.000	REVENUE	Blue Shutters Concession	\$3,001	\$551	\$1,000	\$1,000	\$551	\$1,000	\$1,000	\$1,000	\$1,000
01.340.3455.000	REVENUE	Blue Shutters Parking	\$269,871	\$244,894	\$210,000	\$210,000	\$176,900	\$210,000	\$240,000	\$240,000	\$240,000
01.340.3460.000	REVENUE	Town Beach Concession	\$4,500	\$0	\$1,000	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
01.340.3461.000	REVENUE	Senior Center After Hour Rental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.340.3465.000	REVENUE	Senior/Community Center	\$0	\$8,229	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.340.3466.000	REVENUE	Senior Center Programs	\$24,664	\$5,404	\$20,000	\$20,000	\$810	\$20,000	\$20,000	\$20,000	\$20,000
			<b>\$1,196,670</b>	<b>\$981,367</b>	<b>\$1,009,000</b>	<b>\$1,009,000</b>	<b>\$585,826</b>	<b>\$1,009,000</b>	<b>\$1,074,000</b>	<b>\$1,069,000</b>	<b>\$1,069,000</b>

**TOWN OF CHARLESTOWN**

Fiscal Year 2022 - 2023

**REVENUE DETAIL**

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved	FY2022 Adjusted Budget	FY2022 Actual as of Dec 31, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
01.350.3515.000	REVENUE	Interest On Investments	\$117,654	\$56,865	\$85,000	\$85,000	\$38,055	\$85,000	\$85,000	\$85,000	\$85,000
01.350.3530.000	REVENUE	General Fund Balance Transfer	\$0	\$0	\$2,981,845	\$2,981,845	\$0	\$0	\$500,000	\$0	\$0
01.350.3545.000	REVENUE	Transfer from Road Engineering Fund	\$75,435	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.350.3546.000	REVENUE	Impact Fee Revenue	\$75,000	\$50,000	\$25,000	\$25,000	\$50,000	\$25,000	\$50,000	\$0	\$0
01.350.3550.000	REVENUE	Unclassified Revenue	\$62,086	\$13,150	\$15,000	\$15,000	\$783	\$15,000	\$15,000	\$15,000	\$15,000
01.350.3750.000	REVENUE	Municipal Court General Revenue	\$11,692	\$888	\$10,000	\$10,000	\$3,495	\$10,000	\$10,000	\$10,000	\$10,000
01.350.3995.000	REVENUE	Transfer In from Burdickville Rd	\$704,297	\$53,173	\$0	\$0	\$0	\$0	\$0	\$438,051	\$438,051
01.350.3995.000	REVENUE	Transfer In from ARPA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$410,617	\$410,617
01.350.3995.000	REVENUE	Transfer In from Communication Tower	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,380	\$31,380
			<b>\$1,046,165</b>	<b>\$174,076</b>	<b>\$3,116,845</b>	<b>\$3,116,845</b>	<b>\$92,333</b>	<b>\$135,000</b>	<b>\$660,000</b>	<b>\$990,048</b>	<b>\$990,048</b>
		<b>Total Revenue</b>	<b>\$28,196,712</b>	<b>\$27,102,368</b>	<b>\$30,244,048</b>	<b>\$30,244,048</b>	<b>\$15,893,352</b>	<b>\$27,789,057</b>	<b>\$28,398,314</b>	<b>\$28,939,953</b>	<b>\$28,939,953</b>

# **TOWN OF CHARLESTOWN**

**Fiscal Year 2022 - 2023**

## **EXPENDITURE SUMMARY**

<b>Description</b>	<b>FY2020 Audited</b>	<b>FY2021 Audited</b>	<b>FY2022 Approved</b>	<b>FY2022 Adjusted Budget</b>	<b>FY2022 Actual as of Dec 31, 2021</b>	<b>FY2023 Dept. Request</b>	<b>FY2023 Town Administrator</b>	<b>FY2023 Budget Commission</b>	<b>FY2023 Town Council</b>
Town Council	\$32,304	\$32,374	\$34,835	\$34,835	\$13,728	\$34,835	\$34,835	\$34,835	\$34,835
Town Administrator	\$203,999	\$205,126	\$209,251	\$214,848	\$117,129	\$226,316	\$226,316	\$224,817	\$224,817
Election Unit	\$16,308	\$56,974	\$28,900	\$28,900	\$1,375	\$74,197	\$74,197	\$73,297	\$73,297
Treasurer	\$247,695	\$245,952	\$270,574	\$281,178	\$148,173	\$304,279	\$295,429	\$296,529	\$296,529
Information Technology	\$178,581	\$235,745	\$269,383	\$276,186	\$106,664	\$282,498	\$282,498	\$276,998	\$276,998
Tax Assessor	\$156,610	\$165,407	\$170,316	\$171,280	\$89,163	\$202,541	\$179,878	\$177,078	\$177,078
GIS	\$101,451	\$111,512	\$115,439	\$118,093	\$63,612	\$119,364	\$119,364	\$117,664	\$117,664
Tax Collector	\$125,032	\$134,603	\$139,025	\$142,469	\$77,869	\$147,045	\$147,145	\$147,146	\$147,146
Town Clerk	\$207,279	\$220,069	\$217,202	\$222,242	\$117,464	\$235,660	\$235,660	\$233,615	\$233,615
Town Planner	\$130,105	\$133,845	\$137,154	\$149,913	\$79,826	\$170,670	\$169,383	\$163,383	\$163,383
Central Services	\$357,591	\$355,763	\$373,532	\$374,543	\$198,511	\$442,666	\$443,266	\$404,376	\$404,376
Police Department	\$2,620,736	\$2,701,614	\$2,787,129	\$2,870,898	\$1,460,551	\$2,984,714	\$2,984,713	\$2,984,463	\$2,984,463
Building Inspector	\$262,037	\$284,156	\$298,696	\$306,828	\$140,757	\$319,935	\$319,935	\$319,936	\$319,936
CEMA	\$65,676	\$73,191	\$77,489	\$77,489	\$35,765	\$83,150	\$84,650	\$79,900	\$79,900
Animal Control	\$92,962	\$104,410	\$110,692	\$111,910	\$60,963	\$119,364	\$119,364	\$116,864	\$116,864
Public Assistance	\$5,954	\$2,459	\$7,020	\$7,020	\$2,049	\$7,051	\$7,051	\$6,051	\$6,051
Municipal Court	\$9,317	\$9,446	\$9,586	\$9,586	\$4,800	\$9,871	\$9,871	\$9,870	\$9,870
DPW Administration	\$166,892	\$173,396	\$180,889	\$185,368	\$95,640	\$190,228	\$190,228	\$189,228	\$189,228
DPW Highway & Roads	\$960,607	\$1,048,228	\$1,168,917	\$1,173,605	\$446,973	\$1,247,877	\$1,247,877	\$1,204,377	\$1,204,377
DPW Building & Grounds	\$314,956	\$340,276	\$387,813	\$393,989	\$199,338	\$376,364	\$367,745	\$368,667	\$368,667
CRCC Mandated Monitoring	\$7,915	\$7,915	\$10,000	\$10,000	\$10,472	\$12,792	\$12,000	\$12,792	\$12,792
Wastewater Management	\$110,577	\$130,580	\$127,811	\$131,094	\$64,752	\$143,079	\$143,079	\$140,732	\$140,732
Outside Agencies	\$24,400	\$24,500	\$24,500	\$24,500	\$12,500	\$25,490	\$29,990	\$24,500	\$24,500
Local Agencies	\$454,681	\$544,501	\$617,693	\$617,693	\$295,772	\$653,762	\$653,762	\$629,712	\$629,712
Boards and Commissions	\$25,035	\$34,688	\$31,200	\$31,200	\$13,226	\$31,200	\$31,200	\$35,900	\$35,900
Chariho Regional School District	\$13,329,321	\$13,321,706	\$13,509,358	\$13,509,358	\$7,431,147	\$13,982,921	\$13,982,921	\$13,879,020	\$13,879,020
Senior Center	\$118,172	\$107,613	\$132,740	\$132,740	\$59,997	\$149,450	\$149,450	\$134,030	\$134,030

# **TOWN OF CHARLESTOWN**

Fiscal Year 2022 - 2023

## **EXPENDITURE SUMMARY**

<b>Description</b>	<b>FY2020 Audited</b>	<b>FY2021 Audited</b>	<b>FY2022 Approved</b>	<b>FY2022 Adjusted Budget</b>	<b>FY2022 Actual as of Dec 31, 2021</b>	<b>FY2023 Dept. Request</b>	<b>FY2023 Town Administrator</b>	<b>FY2023 Budget Commission</b>	<b>FY2023 Town Council</b>
Recreation Administration	\$184,273	\$180,101	\$203,786	\$207,335	\$110,395	\$215,612	\$214,362	\$213,560	\$213,560
Recreation Programs	\$124,901	\$81,099	\$150,009	\$150,009	\$78,166	\$166,509	\$165,509	\$153,389	\$153,389
Charlestown Beach	\$147,183	\$169,027	\$174,100	\$174,100	\$130,032	\$188,732	\$186,632	\$170,182	\$170,182
Ninigret Park	\$33,835	\$44,353	\$48,362	\$48,362	\$30,053	\$58,636	\$58,636	\$50,436	\$50,436
Blue Shutters Beach	\$134,731	\$161,716	\$174,100	\$174,100	\$121,618	\$189,267	\$189,267	\$172,417	\$172,417
Debt Service	\$818,638	\$993,912	\$646,941	\$646,941	\$633,133	\$642,583	\$642,583	\$642,583	\$642,583
Employee Benefits	\$2,340,230	\$2,498,327	\$2,655,330	\$2,721,460	\$1,424,732	\$2,910,335	\$2,910,336	\$2,550,657	\$2,550,657
Professional Services	\$220,672	\$238,862	\$248,160	\$248,160	\$129,724	\$248,160	\$233,160	\$273,160	\$273,160
Town Insurance	\$244,672	\$292,698	\$311,815	\$311,815	\$294,360	\$332,083	\$332,083	\$322,884	\$322,884
Contingencies	\$7,412	\$489	\$262,300	\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000
Capital Transfers & Improvements	\$999,692	\$1,311,216	\$2,622,555	\$2,622,555	\$1,923,738	\$2,829,363	\$1,212,130	\$1,217,431	\$1,217,431
Transfers Out	\$1,090,456	\$2,741,402	\$1,299,446	\$1,299,446	\$1,069,446	\$989,328	\$876,501	\$837,474	\$837,474
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$26,672,888</b>	<b>\$29,519,251</b>	<b>\$30,244,048</b>	<b>\$30,262,047</b>	<b>\$17,293,614</b>	<b>\$31,397,927</b>	<b>\$29,613,008</b>	<b>\$28,939,953</b>	<b>\$28,939,953</b>

## TOWN OF CHARLESTOWN

Fiscal Year 2022-2023

## EXPENDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved	FY2022 Amended Budget	FY2022 Actual as of Dec 31, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
01.410.5005.000	EXPENDITURE	Town Council Salaries	\$18,000	\$18,000	\$18,000	\$18,000	\$9,000	\$18,000	\$18,000	\$18,000	\$18,000
01.410.5015.000	EXPENDITURE	Town Sergeant/Recording Wages	\$1,557	\$728	\$2,000	\$2,000	\$898	\$2,000	\$2,000	\$2,000	\$2,000
01.410.6015.000	EXPENDITURE	Dues & Subscriptions	\$3,435	\$3,757	\$3,825	\$3,825	\$3,787	\$3,825	\$3,825	\$3,825	\$3,825
01.410.6020.000	EXPENDITURE	Operating Supplies	\$32	\$505	\$300	\$300	\$44	\$300	\$300	\$300	\$300
01.410.6060.000	EXPENDITURE	Printing & Binding	\$9,281	\$9,384	\$10,710	\$10,710	\$0	\$10,710	\$10,710	\$10,710	\$10,710
			<b>\$32,304</b>	<b>\$32,374</b>	<b>\$34,835</b>	<b>\$34,835</b>	<b>\$13,728</b>	<b>\$34,835</b>	<b>\$34,835</b>	<b>\$34,835</b>	<b>\$34,835</b>
01.420.5005.000	EXPENDITURE	Town Administrator Salary	\$126,319	\$128,845	\$128,845	\$132,710	\$71,459	\$136,693	\$136,693	\$136,693	\$136,693
01.420.5005.002	EXPENDITURE	Town Administrator-Longevity	\$3,158	\$3,221	\$3,221	\$3,318	\$1,786	\$6,835	\$6,835	\$6,835	\$6,835
01.420.5010.000	EXPENDITURE	Town Admin Secretary Salary	\$53,421	\$54,489	\$54,489	\$56,124	\$30,221	\$57,808	\$57,808	\$57,808	\$57,808
01.420.5010.002	EXPENDITURE	Town Admin Secretary-Longevity	\$4,541	\$4,904	\$5,176	\$5,176	\$2,720	\$5,781	\$5,781	\$5,781	\$5,781
01.420.5020.000	EXPENDITURE	Town Admin Vehicle Stipend	\$10,020	\$10,200	\$10,020	\$10,020	\$5,492	\$10,200	\$10,200	\$10,200	\$10,200
01.420.6015.000	EXPENDITURE	Dues & Subscriptions	\$2,303	\$2,311	\$2,750	\$2,750	\$1,141	\$2,750	\$2,750	\$2,750	\$2,750
01.420.6020.000	EXPENDITURE	Operating Supplies	\$999	\$1,135	\$1,200	\$1,200	\$438	\$1,200	\$1,200	\$1,200	\$1,200
01.420.6050.000	EXPENDITURE	Professional Development	\$3,159	\$21	\$3,500	\$3,500	\$3,862	\$5,000	\$5,000	\$3,500	\$3,500
01.420.6070.000	EXPENDITURE	Travel Expense	\$80	\$0	\$50	\$50	\$9	\$50	\$50	\$50	\$50
			<b>\$203,999</b>	<b>\$205,126</b>	<b>\$209,251</b>	<b>\$214,848</b>	<b>\$117,129</b>	<b>\$226,316</b>	<b>\$226,316</b>	<b>\$224,817</b>	<b>\$224,817</b>
01.430.5005.000	EXPENDITURE	Board of Canvassers Wages	\$7,189	\$22,089	\$5,000	\$5,000	\$946	\$21,447	\$21,447	\$21,447	\$21,447
01.430.6020.000	EXPENDITURE	Operating Supplies	\$4,262	\$12,991	\$18,700	\$18,700	\$429	\$30,435	\$30,435	\$30,435	\$30,435
01.430.6035.000	EXPENDITURE	Miscellaneous	\$606	\$3,297	\$800	\$800	\$0	\$3,775	\$3,775	\$3,775	\$3,775
01.430.6075.000	EXPENDITURE	Tools & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.430.6095.000	EXPENDITURE	Poll Worker Stipends	\$4,250	\$18,597	\$4,400	\$4,400	\$0	\$18,540	\$18,540	\$17,640	\$17,640
			<b>\$16,308</b>	<b>\$56,974</b>	<b>\$28,900</b>	<b>\$28,900</b>	<b>\$1,375</b>	<b>\$74,197</b>	<b>\$74,197</b>	<b>\$73,297</b>	<b>\$73,297</b>
01.440.5005.000	EXPENDITURE	Treasurer Salary	\$98,835	\$89,210	\$97,583	\$103,023	\$54,121	\$106,114	\$106,114	\$106,114	\$106,114
01.440.5005.002	EXPENDITURE	Treasurer Longevity	\$3,017	\$1,058	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.440.5010.000	EXPENDITURE	Treasurer Wages	\$105,409	\$114,090	\$116,565	\$121,728	\$64,958	\$126,722	\$126,722	\$126,722	\$126,722
01.440.5010.003	EXPENDITURE	Treasurer's Empl Longevity	\$0	\$574	\$0	\$0	\$335	\$1,793	\$1,793	\$1,793	\$1,793
01.440.5025.000	EXPENDITURE	Treasurer Overtime Wages	\$822	\$0	\$750	\$750	\$781	\$1,000	\$1,000	\$750	\$750
01.440.6015.000	EXPENDITURE	Dues & Subscriptions	\$250	\$360	\$500	\$500	\$0	\$500	\$500	\$500	\$500
01.440.6020.000	EXPENDITURE	Operating Supplies	\$1,971	\$1,305	\$2,500	\$2,500	\$1,857	\$2,500	\$2,500	\$2,000	\$2,000
01.440.6050.000	EXPENDITURE	Professional Development	\$1,447	\$3,805	\$2,000	\$2,000	\$3,488	\$4,000	\$4,000	\$2,000	\$2,000
01.440.6065.000	EXPENDITURE	Purchased Services	\$35,670	\$35,263	\$49,876	\$49,876	\$22,634	\$60,850	\$52,000	\$55,850	\$55,850
01.440.6070.000	EXPENDITURE	Travel Expense	\$274	\$287	\$400	\$400	\$0	\$400	\$400	\$400	\$400
01.440.6075.000	EXPENDITURE	Tools/Equipment	\$0	\$0	\$400	\$400	\$0	\$400	\$400	\$400	\$400
			<b>\$247,695</b>	<b>\$245,952</b>	<b>\$270,574</b>	<b>\$281,178</b>	<b>\$148,173</b>	<b>\$304,279</b>	<b>\$295,429</b>	<b>\$296,529</b>	<b>\$296,529</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2022 - 2023**

**410 - TOWN COUNCIL:**

**410-5005 - SALARIES - \$18,000**

Council President \$ 4,000  
Four Council Members at \$3,500 each \$14,000

**410-5015 - WAGES - \$2,000**

**Town Sergeant - \$2,000**

Performs duties prescribed by the General Laws of Rhode Island, which also includes assisting the Board of Canvassers and attendance at required Town Council meetings.

**410-6015 - DUES, MEETINGS & SUBSCRIPTIONS - \$3,825**

League of Cities & Towns Dues (0.48389 per capita/7997 Census 2020) information received 3-14-22

**410-6020 - OPERATING SUPPLIES - \$300**

Miscellaneous stationary supplies

**410-6060 - PRINTING - \$10,710**

Average cost of one Pipeline issue (printing and mailing) estimated at \$5,355. Budget should support at least 2 issues per year. Pricing for this is from the Westerly Sun.

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**Town Council TOTAL REQUESTED BUDGET - \$34,835**

**SUPPLEMENTAL INFORMATION**  
**FY 2022 – 2023**

**420 - TOWN ADMINISTRATOR:**

**420-5005 – TA SALARY - \$143,528**

FY2023 Salary:     \$136,693  
Longevity:         \$ 6,835

**420-5010 – TA SECRETARY SALARY - \$63,589**

FY2021 Salary:     \$57,808  
Longevity:         \$ 5,781

**420-5020 – TOWN ADMINISTRATOR AUTOMOBILE STIPEND - \$10,200**

Car stipend in lieu of a Town vehicle, \$850 per month.

**420-6015 - DUES & SUBSCRIPTIONS - \$2,750**

Rhode Island Manager's Association fees and management journals, etc.

**420-6020 – OPERATING SUPPLIES - \$1,200**

Office supplies.

**420-6050 - PROFESSIONAL DEVELOPMENT - \$3,500**

Annual professional and business expenses: registration, materials, meal reimbursement, authorized meetings, and seminars.

**420-6070 – TRAVEL EXPENSES - \$50**

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**Town Administrator TOTAL REQUESTED BUDGET- \$224,817**

## **SUPPLEMENTAL INFORMATION**

**FY 2022 - 2023**

### **430 – BOARD OF CANVASSERS:**

#### **430-5005 - SALARIES - \$21,447**

\$11,727 - Charter-required three-member Board of Canvassers and two Alternate members (appointed 10/2020). Chairperson: \$21.22 per hour; 2 Members: \$15.92 per hour, 2 Alternate Members: \$15.92 per hour.

\$9,720 - Board of Elections regulations required Boards of Canvassers to provide **In Person Emergency Voting** during regular business hours for 20 days prior to the last three Statewide Elections. The Board was able to accommodate voters at Charlestown Town Hall with 3 Board members/poll workers working Monday through Friday from 8:30 am – 4:30 pm. As we are still operating under the Governor's Declaration of Emergency, this budget request anticipates In Person Emergency Voting for the September 2022 Statewide Primary and the November 2022 General Election.

**September 2022 Statewide Primary:** \$4,680

3 Board members, working 8 hours per day, at \$15 per hour, for 13 business days.

**November 2022 General Election:** \$5,040

3 Board members, working 8 hours per day, at \$15 per hour, for 14 business days.

#### **430-6020 - OPERATING SUPPLIES – \$30,435**

Supplies unique to the operation of Board of Canvassers:

USPS Permit Renewal Fee - \$275

Redistricting Mailing - \$2700

Description	Cost	Notes
cardstock/labels	\$145.60	7200 voters
print	\$0.00	in house
cut	\$100.00	icopy
postage	\$2,448.00	\$.34 each
<b>TOTAL COST</b>	<b>\$2,693.60</b>	

## **SUPPLEMENTAL INFORMATION**

**FY 2022 - 2023**

### **430 – BOARD OF CANVASSERS (cont'd):**

September 2022 Statewide Primary and November 2022 General Election mail ballot application mailing - \$8900

Description	Cost	Notes
Envelope Printing	\$1,478.00	7200 each: #10, #9. Printing Express, Wakefield RI
Collate Mailing	\$0.00	BOC - budgeted in 430-5005
Print mail ballots	\$112.72	In house. paper cost
Initial postage	\$3,492.00	#10 Envelopes
Return postage	\$3,816.00	#9 envelopes
<b>TOTAL COST</b>	<b>\$8,898.72</b>	

Printing of ballots for the Chariho 2023 District Referendum in April - \$260 (may be reimbursed by Chariho)

June 2023 local Financial Town Referendum (primarily mail ballot) - \$18,000

Description	Cost	Notes
Envelope Printing	\$2,995.00	6500 each: 9 x 12, #10, #9. Printing Express, Wakefield RI
Collate Mailing	\$0.00	Staff Time: 7 clerks. 10 hours. Average wage \$23.69/per hour
Print mail ballots	\$2,175.00	The Allied Group, Providence - holds State bid for ballot printing
Initial postage	\$8,640.00	9 x 12 envelopes
Return postage	\$3,816.00	#10 envelopes
Canvasser's pay - Certification	\$0.00	2 members. 6 days. 7.5 hours per day. Budgeted in 430-5005
<b>TOTAL COST</b>	<b>\$17,626.00</b>	

Office supplies needed by the Board - \$300

### **430-6035 – MISCELLANEOUS – \$3,775**

Breakfast and Dinner for Poll workers - \$2975

September 2022 Statewide Primary - \$1025

November 2022 General Election - \$1500

April Chariho DFR – Breakfast and dinner: \$150

June FTR – Breakfast and dinner: \$150

Special Referendum (if needed) - Breakfast and dinner: \$150

## SUPPLEMENTAL INFORMATION

FY 2022 - 2023

### 430 – BOARD OF CANVASSERS (cont'd):

Polling Place Rental Fees - \$800

Quonochontaug Grange: \$200 per use (September Primary and November General Election)

St. James Chapel: \$200 per use (September Primary and November General Election)

### 430-6075 – TOOLS AND EQUIPMENT - \$ 0

### 430-6095 - STIPENDS - \$17,640

Poll worker wages for the following:

<b>September 2022 Statewide Primary:</b> 4 polling locations	8 Moderators/Clerks at \$240 = \$1,920 16 Supervisors at \$210 = \$3,360 4 Greeters at \$210 = 840
<b>November 2022 General Election:</b> 4 polling locations	12 Moderators/Clerks at \$240 = \$2,880 24 Supervisors at \$210 = \$5,040 4 Alternates at \$240 = \$960 4 Greeters at \$210 = 840
<b>April 2023 Chariho District Financial Referendum:</b> 1 polling location	2 Moderators/Clerks at \$240 = \$480 2 Supervisors at \$210 = \$420
<b>June 2023 Financial Town Referendum:</b> 1 polling location	2 Moderators/Clerks at \$240 = \$480 2 Supervisors at \$210 = \$420

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**Board of Canvassers TOTAL REQUESTED BUDGET    \$73,297**

**SUPPLEMENTAL INFORMATION**  
**FY2022 – 2023**

**440 – TOWN TREASURER:**

**440-5005 – SALARY    \$ 106,114**

Treasurer            2023 Salary:    \$106,114  
Longevity:

**440-5010 – WAGES    \$128,515**

Assistant Treasurer    FY23 Salary: \$71,700  
Longevity:    \$1,793

Cash Accountant    FY23 Salary: \$55,023    Step increase from Grade 1A to Grade 1B on 7/1/22.  
Longevity:    \$0

**440-5025 – TREASURER OVERTIME WAGES - \$750**

**440-6015 – DUES & SUBSCRIPTIONS - \$500**

National GFOA – Treasurer  
RIGFOA – Treasurer and Assistants  
RI Municipal Purchasing Agents Association – Cash Accountant

**440-6020 – OPERATING SUPPLIES - \$2,000**

This expense covers the following items:  
Laser checks for payables  
Regular and window envelopes  
Printer cartridges  
Folders – storage boxes, etc.  
Four-part purchase order/vouchers  
1099 forms for non-corporate vendors  
Miscellaneous office supplies

**SUPPLEMENTAL INFORMATION**  
**FY2022 – 2023**

**440 – TOWN TREASURER – (cont'd):**

**440-6050 – PROFESSIONAL DEVELOPMENT - \$2,000**

Annual professional and business expenses: registration, materials, meal reimbursement, authorized meetings, and seminars.

**440-6065 – PURCHASED SERVICES - \$55,850**

The average cost for ADP's payroll service is anticipated to be approximately \$3,570 per month including annual W-2's and all tax reporting and InfoLink GL biweekly processing. This includes processing retirees' payments, direct deposits, accrued leave calculations and all Affordable Care Act reporting. Increase includes the purchase and implementation of time and attendance software and technology at the Town Beaches and Ninigret Park.

GovInvest - software and services includes software to project, measure and visualize OPEB liabilities and costs. Allows to model costs, manage funding, includes required GASB 75 and other reports if needed. - \$13,000

**440-6070 – TRAVEL - \$400**

Business related travel for Treasurer and staff. With Covid bank currier service not provided two days as week so Treasurer's Assistant brings deposit to Washington Trust Co.

**440-6075 – TOOLS & EQUIPMENT - \$400**

Appropriation for any small equipment that may need to be replaced within the department.

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**Treasurer TOTAL REQUESTED BUDGET- \$296,529**

## TOWN OF CHARLESTOWN

Fiscal Year 2022-2023

## EXPENDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved	FY2022 Amended Budget	FY2022 Actual as of Dec 31, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
01.445.5005.000	EXPENDITURE	IT Salary	\$50,355	\$89,123	\$89,228	\$95,073	\$50,212	\$97,925	\$97,925	\$97,925	\$97,925
01.445.5010.000	EXPENDITURE	IT - Technician Wages	\$0	\$0	\$42,605	\$43,564	\$9,322	\$45,573	\$45,573	\$45,573	\$45,573
01.445.6015.000	EXPENDITURE	Dues & Subscriptions	\$0	\$366	\$500	\$500	\$5	\$1,000	\$1,000	\$500	\$500
01.445.6020.000	EXPENDITURE	Operating Supplies	\$978	\$1,356	\$2,500	\$2,500	\$541	\$2,000	\$2,000	\$1,000	\$1,000
01.445.6050.000	EXPENDITURE	Professional Development	\$92	\$2,192	\$1,500	\$1,500	\$750	\$3,000	\$3,000	\$2,000	\$2,000
01.445.6060.000	EXPENDITURE	Renewal Service Agreements	\$0	\$0	\$55,350	\$55,350	\$28,007	\$72,800	\$72,800	\$72,800	\$72,800
01.445.6065.000	EXPENDITURE	Purchased Services	\$127,060	\$142,440	\$77,000	\$77,000	\$16,908	\$59,000	\$59,000	\$56,500	\$56,500
01.445.6070.000	EXPENDITURE	Travel Expense	\$0	\$0	\$200	\$200	\$0	\$200	\$200	\$200	\$200
01.445.6075.000	EXPENDITURE	Tools & Equipment	\$96	\$268	\$500	\$500	\$919	\$1,000	\$1,000	\$500	\$500
			<b>\$178,581</b>	<b>\$235,745</b>	<b>\$269,383</b>	<b>\$276,186</b>	<b>\$106,664</b>	<b>\$282,498</b>	<b>\$282,498</b>	<b>\$276,998</b>	<b>\$276,998</b>
01.450.5005.000	EXPENDITURE	Tax Assessor Salary	\$90,494	\$92,304	\$92,304	\$92,304	\$49,144	\$95,356	\$95,356	\$95,356	\$95,356
01.450.5005.002	EXPENDITURE	Tax Assessor Longevity	\$9,049	\$9,230	\$9,230	\$9,230	\$4,218	\$9,554	\$9,554	\$9,554	\$9,554
01.450.5010.000	EXPENDITURE	Tax Assessor Wages	\$35,320	\$41,336	\$42,846	\$43,810	\$23,516	\$45,831	\$45,831	\$45,831	\$45,831
01.450.5010.003	EXPENDITURE	Tax Assessor Emp Longevity	\$422	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.450.5015.000	EXPENDITURE	Tax Assessor Part-Time Wages	\$19,027	\$19,334	\$20,036	\$20,036	\$10,750	\$42,800	\$20,637	\$20,637	\$20,637
01.450.5025.000	EXPENDITURE	Tax Assessor Overtime Wages	\$30	\$0	\$250	\$250	\$0	\$250	\$250	\$250	\$250
01.450.6015.000	EXPENDITURE	Dues & Subscriptions	\$812	\$500	\$1,200	\$1,200	\$0	\$1,000	\$1,000	\$1,000	\$1,000
01.450.6020.000	EXPENDITURE	Operating Supplies	\$137	\$2,202	\$2,000	\$2,000	\$527	\$3,000	\$2,500	\$2,000	\$2,000
01.450.6050.000	EXPENDITURE	Professional Development	\$50	\$0	\$1,200	\$1,200	\$500	\$2,100	\$2,100	\$1,200	\$1,200
01.450.6055.000	EXPENDITURE	Professional Services	\$0	\$0	\$500	\$500	\$0	\$1,500	\$1,500	\$500	\$500
01.450.6060.000	EXPENDITURE	Printing & Binding	\$0	\$165	\$150	\$150	\$0	\$350	\$350	\$150	\$150
01.450.6070.000	EXPENDITURE	Travel Expense	\$72	\$0	\$100	\$100	\$0	\$100	\$100	\$100	\$100
01.450.6075.000	EXPENDITURE	Tools/Equipment	\$1,196	\$337	\$500	\$500	\$508	\$700	\$700	\$500	\$500
			<b>\$156,610</b>	<b>\$165,407</b>	<b>\$170,316</b>	<b>\$171,280</b>	<b>\$89,163</b>	<b>\$202,541</b>	<b>\$179,878</b>	<b>\$177,078</b>	<b>\$177,078</b>
01.455.5005.000	EXPENDITURE	GIS Salary	\$81,183	\$87,115	\$82,315	\$84,784	\$48,814	\$87,328	\$87,328	\$87,328	\$87,328
01.455.5005.002	EXPENDITURE	GIS Longevity	\$5,246	\$5,762	\$6,174	\$6,359	\$3,196	\$6,986	\$6,986	\$6,986	\$6,986
01.455.5018.000	EXPENDITURE	Intern	\$3,128	\$6,638	\$12,000	\$12,000	\$5,180	\$6,000	\$6,000	\$6,000	\$6,000
01.455.6015.000	EXPENDITURE	Dues & Subscriptions	\$347	\$175	\$400	\$400	\$10	\$1,000	\$1,000	\$400	\$400
01.455.6020.000	EXPENDITURE	Operating Supplies	\$2,160	\$2,274	\$2,800	\$2,800	\$1,400	\$6,200	\$6,200	\$5,200	\$5,200
01.455.6050.000	EXPENDITURE	Professional Development	\$2,352	\$5	\$1,200	\$1,200	\$1,768	\$1,200	\$1,200	\$1,200	\$1,200
01.455.6055.000	EXPENDITURE	Professional Services	\$5,599	\$4,520	\$7,850	\$7,850	\$2,000	\$7,850	\$7,850	\$7,850	\$7,850
01.455.6070.000	EXPENDITURE	Travel Expense	\$0	\$0	\$100	\$100	\$0	\$100	\$100	\$100	\$100
01.455.6075.000	EXPENDITURE	Tools/Equipment	\$1,437	\$5,023	\$2,600	\$2,600	\$1,244	\$2,700	\$2,700	\$2,600	\$2,600
			<b>\$101,451</b>	<b>\$111,512</b>	<b>\$115,439</b>	<b>\$118,093</b>	<b>\$63,612</b>	<b>\$119,364</b>	<b>\$119,364</b>	<b>\$117,664</b>	<b>\$117,664</b>
01.460.5005.000	EXPENDITURE	Tax Collector Salary	\$72,730	\$75,172	\$75,172	\$77,427	\$41,691	\$79,750	\$79,750	\$79,750	\$79,750
01.460.5005.002	EXPENDITURE	Tax Collector Longevity	\$7,273	\$7,517	\$7,517	\$7,743	\$4,169	\$7,975	\$7,975	\$7,975	\$7,975
01.460.5010.000	EXPENDITURE	Tax Collector Wages	\$35,602	\$41,227	\$42,846	\$43,810	\$23,590	\$45,831	\$45,831	\$45,831	\$45,831
01.460.6015.000	EXPENDITURE	Dues & Subscriptions	\$115	\$115	\$115	\$115	\$0	\$115	\$115	\$115	\$115
01.460.6020.000	EXPENDITURE	Operating Supplies	\$8,431	\$10,228	\$12,000	\$12,000	\$8,391	\$12,000	\$12,000	\$12,000	\$12,000
01.460.6050.000	EXPENDITURE	Professional Development	\$671	\$0	\$1,000	\$1,000	\$28	\$1,000	\$1,000	\$1,000	\$1,000
01.460.6070.000	EXPENDITURE	Travel Expense	\$210	\$0	\$225	\$225	\$0	\$225	\$225	\$225	\$225
01.460.6075.000	EXPENDITURE	Tools/Equipment	\$0	\$344	\$150	\$150	\$0	\$150	\$250	\$250	\$250
			<b>\$125,032</b>	<b>\$134,603</b>	<b>\$139,025</b>	<b>\$142,469</b>	<b>\$77,869</b>	<b>\$147,045</b>	<b>\$147,145</b>	<b>\$147,146</b>	<b>\$147,146</b>

**SUPPLEMENTAL INFORMATION**  
**FY2022 – 2023**

**445 – INFORMATION TECHNOLOGY:**

**445-5005 – SALARY - \$97,925**

IT Director                      2023 Salary:     \$97,925

**445-5010 – WAGES - \$45,573**

IT Technician                      2023 Wages:     \$45,573

**445-6015 – DUES & SUBSCRIPTIONS - \$500**

Subscription for Vmug Advantage (VMware lab) – rough cost \$300 year

Subscription for GMIS International – rough cost/due \$200 year

**445-6020 – OPERATING SUPPLIES - \$1,000**

This line covers toner/headphones/UPS Battery backup/mics for the department.

**445-6050 – PROFESSIONAL DEVELOPMENT - \$2,000**

Fees for conferences, seminars, training. With the addition of my IT Technician and the expectation that conference/training will be available in person.

**445-6060 – Renewal Service Agreements – 72,800**

Backup Annual Renewal – 15,900

Email Protection Annual Renewal – 14,000

Zero Trust Networking Access - \$1,400

Adobe Renewal – 4,500

Office 365 Licensing - \$12,500 – This additional cost increase is due to 5 new board of canvassers emails for security compliance

Cisco WebEx Events Center - \$4,650

Anti-virus cost - \$5,000

Security Appliance Renewal Cost - \$12,350

Inventory Management - \$500

Other License Costs (warranty for laptops/wireless/cameras) – 2,000

**SUPPLEMENTAL INFORMATION**  
**FY2022 – 2023**

**445 – INFORMATION TECHNOLOGY (cont'd):**

**445-6065 – PURCHASED SERVICES – 56,500**

Firewall Upgrade/ Reconfigure	\$12,000	Network Upgrade - Firewall
SecureWorks - SIEM	\$2,000	Vulnerability Testing (detect and remediate)
Server Software Upgrade	\$3,000	Police E-911 Module + More
Animal Control Upgrade	\$5,000	Hardware/Wireless/digital welcome
Content Filtering	\$3,000	Cisco Umbrella
New Hardware for Town Clerk	\$15,000	Purchase for public use
New Networking Gear	\$8,000	Police/Town Location and Potential Other Locations
Security Camera Enhancements	\$6,000	Better Cameras for Security
Virtualizing Townhall	\$2,500	Virtualize Services working with departments

**445-6070 – TRAVEL - \$200**

**445-6075 – TOOLS & EQUIPMENT - \$500**

Appropriation for any small equipment that may need in the department.

The IT department is transitioning from purchase installations to renewed and maintenance-based software/hardware.

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**Information Technology TOTAL REQUESTED BUDGET: \$276,998**

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**450 - TAX ASSESSOR:**

**450-5005 SALARY - \$104,910**

Fiscal Year Salary -	\$95,356 CPMA Grade 6C	
Longevity -	\$9,554 30 years employment - 10%	<i>Per CPMA Employment Agreement (7/1/2021 - 6/30/2024)</i>
Total	<u>\$104,910</u>	

**450-5010 WAGES - \$ 45,831**

Assessor's Clerk

**CURRENT POSITION**

New Fiscal Year Salary -

Longevity -

	\$45,831 Teamster Position Grade	Assessor Clerk - Step 3 effective 7/1/2022
	\$0 0 years employment - 0%	<i>per Teamster Contract (7/1/2021 - 6/30/2024)</i>
Total	<u>\$45,831</u>	

**450-5015 PART-TIME WAGES - \$20,637**

Assessor's Part-time Clerk

New Fiscal Year Salary - \$ 20,637 Part-time Position - 19.5 hours/wk (3% increase)

Total \$ 20,637

This request is based on the increased workload with the number of building permits and the associated data entry, the attention to detail to the annual requirements of the assessment calendar, the number of processes for MV valuation phase-out, and the detail of the tangible declarations.

**450-5025 OVERTIME WAGES - \$ 250**

Unexpected overtime for various property valuation projects.

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**450 - TAX ASSESSOR (cont'd):**

**450-6015 - DUES & SUBSCRIPTIONS - \$ 1,000**

NADA Price Guides	\$250
Professional Designations	\$250
IAAO membership	\$200
RIAAO membership	\$50
NRAAO membership	\$100
RI Vehicle Value	\$150
	<u>\$1,000</u>

The cost of dues represents those organizations that the Tax Assessor maintains active membership for the enhancement of professional techniques and assessment administration.

**450-6020 OPERATING SUPPLIES - \$2,000**

Printer Toner	\$1,000
General Office Supplies	\$1,000
	<u>\$2,000</u>

This value is based on the cost of materials needed to maintain present equipment and procedures.

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**450 - TAX ASSESSOR (cont'd):**

**450-6050 PROFESSIONAL DEVELOPMENT - \$ 1,200**

Employee Training \$ 200

Software training workshops and seminars for new Tax Assessment Clerk

VISION Software Training and Annual User Group Conference \$ 500

Annual training for VISION APPRAISAL Software. This software is the main property valuation software used in the Assessor's office; Vision Appraisal updates their software annually and offers this 2-day conference as the main training event for all users. This request includes overnight accommodations and travel.

Local or National Assessing Officers Conference \$ 500

Various Assessment Organizations (IAAO, NRAAO, RIAAO, MAAO, CAAO) offer local or national seminar and conferences for continuing education of assessment practices. These educational sessions extend from one to three days. This request includes the cost of the educational session, overnight accommodations, and travel.

**450-6055 - PROFESSIONAL SERVICES - \$ 500**

This value is for specific professional assistance with software/data modifications of the Assessment and Tax Administration software.

**450-6060 PRINTING & BINDING - \$ 150**

Envelops, Business cards, Field Review Property Record Cards, Special Forms

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**450 - TAX ASSESSOR (cont'd):**

**450-6070 TRAVEL EXPENSES - \$ 100**

Travel reimbursement when municipal vehicle is unavailable, or travel is close to employee home.

**450-6075 SMALL TOOLS & EQUIPMENT - \$ 500**

Replacement Measuring Devices	\$ 50
Replacement Camera/Supplies	\$ 250
Thumb Drives	\$ 50
Special Office Equipment	\$150

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**Assessor TOTAL REQUESTED BUDGET    \$177,078**

## SUPPLEMENTAL INFORMATION

### FY2022 – 2023

#### **455 - GIS:**

##### **455-5005 SALARY - \$94,314**

New Fiscal Year Salary-	\$ 87,328	CPMA Grade 5D
Longevity -	\$ 6,986	16 years employment – 8%
Total	\$ 94,314	

##### **455-5018 GIS INTERN – \$6,000**

The intern will aid the GIS Office on special projects. Previously there was another 6,000 budgeted on this line for Wastewater Department intern. For FY23 budget the department requested to separate the Wastewater Department interns from GIS Interns line item.

##### **455-6015 - DUES & SUBSCRIPTIONS - \$ 400**

GIS/UAV professional license fee	\$ 200
Beach Staff Drone Pilot License Fee ( <i>New Program</i> )	\$ 200

The cost of dues represents those organizations that the GIS Professional maintains active membership for the enhancement of professional techniques and GIS administration. The cost related to the subscriptions is to maintain professional status as well as remaining current to the new concepts in the ever changing and improving GIS technology.

Drone Pilot License is required By FAA Part 107 to legally fly and insure the unmanned aerial vehicles (UAVs).

##### **455-6020 OPERATING SUPPLIES - \$ 5,200**

Plotter Paper Rolls 24", 36" & 42"	\$ 600
Plotter Ink	\$ 600
Repairs & Maintenance	\$ 400
Boat Maintenance/ Fuel	\$ 400
Boat winterization	\$ 600
GPS, UAS batteries and Survey supplies	\$ 1,200
UAS software/maintenance & upgrades	\$ 1,400

This value is based on the cost of those materials needed to maintain present equipment and procedures.

**SUPPLEMENTAL INFORMATION  
FY2022 – 2023**

**455-6050 PROFESSIONAL DEVELOPMENT - \$ 1,200**

Northeast ARC Users Group Meeting (NEARC)	\$1,200
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This GIS conference contains training designed for local GIS technicians to work through various presentations of technology and project implementation. This is a three-day conference in the northeast; request includes the cost of the conference, overnight accommodations, and travel.

**455-6055 PROFESSIONAL SERVICE - \$7,850**

Tide Gauge Software and Web Services	\$ 1,200
Tide Gauge Cellular Package	\$ 150
Tide Gauge Maintenance	\$ 2,500
UAS Software	\$ 4,000

**455-6070 TRAVEL EXPENSES - \$100**

Travel Expenses	\$ 100
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Travel costs for meetings, education sessions and property inspections when not using a Town vehicle.

**455-6075 SMALL TOOLS & EQUIPMENT - \$2,600**

Beach/Survey UAS equipment ( <i>New Program</i> )	\$ 1,400
Plotter & UAS Equipment	\$ 500
Misc. Office Equipment	\$ 700

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<b>GIS TOTAL REQUESTED BUDGET</b>	<b>\$ 117,664</b>
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**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**460 - TAX COLLECTOR:**

**460-5005 - SALARY - \$87,725**

<b>Tax Collector</b>		
Salary	\$ 79,750	
Longevity	\$ 7,975	Original DOH 8/22/90, FT 7/1/92 - 3D
Total	\$ 87,725	

**460-5010 - WAGES - \$45,831**

<b>Tax Collector's Clerk</b>		
Salary	\$ 45,831	

**460-6015 - DUES/SUBSCRIPTIONS - \$115**

Dues and subscription fees for Tax Collector's associations - Northeast Regional Tax Collector's & Treasurer's Association (\$30), RIGFOA (\$55) and Rhode Island Tax Collector's Association (\$30). (Membership fees are the same as 2022 Fiscal Year)

**460-6020 - OPERATING SUPPLIES - \$12,000**

This account is used to purchase paper and envelopes for the annual Tax Bills as well as our general office supplies, such as paper for delinquent notices, letterhead, business cards, folders, rubber bands, pens and pencils, storage materials, window and regular #10 envelopes, calculator and computer supplies (paper, toner cartridges, adding machine rolls and ribbon) along with the many other miscellaneous office supplies we need to function on a daily basis. We also provide Online Tax Rolls and PDF copies of all Tax Bills, available online through our website. We do purchase additional paper so we can print Bank Bills and Tax Bills in house for pre-paid accounts and new owners, etc.

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**460 - TAX COLLECTOR (cont'd):**

**460-6050 – PROFESSIONAL DEVELOPMENT - \$1,000**

Attendance to the annual Northeast Regional Tax Collectors & Treasurers Association Conference, request includes travel expenses to the 33<sup>rd</sup> Annual Conference. I am currently an officer on the Board for the NRTCTA and will continue to be required to help with arrangements as well as at the actual conference. The site varies in an effort to attract more participants. As of today, I am unsure of its location. Due to COVID-19, we were unable to hold the 32<sup>nd</sup> Annual Conference in ME as we planned, but we are still attempting to establish some type of training, hopefully by Fiscal Year end. We are hoping to set up a Zoom Conference or seminar in the upcoming months where all attendees pay a registration fee. Generally, the conference fees include lodging and most meals. The dates are usually in early to mid-September or late August. If unable to attend the NRTCTA Conference, the funds will be used for other professional development, such as Microsoft Office (Word, Excel), Vision (Collection software) or any other courses needed for my department. Due to COVID-19, I was unable to attend any off-site conferences as of 12/31/2021.

**460-6070 - TRAVEL EXPENSE - \$225**

Mileage reimbursement for personal car usage while making bank runs for change, if needed, seminars and meetings, as well as conference attendance.

**460-6075 - SMALL TOOLS & EQUIPMENT - \$250**

This line item provides for filing and organizing as well as other equipment needed by this department. This year we will be replacing another adding machine for the department. (New receipt printers, bar code scanners, etc.)

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**Tax Collector TOTAL REQUESTED BUDGET - \$147,146**

## TOWN OF CHARLESTOWN

Fiscal Year 2022-2023

## EXPENDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved	FY2022 Amended Budget	FY2022 Actual as of Dec 31, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
01.470.5005.000	EXPENDITURE	Town Clerk Salary	\$78,733	\$82,315	\$82,315	\$84,784	\$45,653	\$87,328	\$87,328	\$87,328	\$87,328
01.470.5005.002	EXPENDITURE	Town Clerk Longevity	\$7,086	\$7,820	\$8,231	\$8,231	\$4,337	\$8,733	\$8,733	\$8,733	\$8,733
01.470.5010.000	EXPENDITURE	Town Clerk Wages	\$94,127	\$96,364	\$97,442	\$99,594	\$53,638	\$104,346	\$104,346	\$104,346	\$104,346
01.470.5010.003	EXPENDITURE	Town Clerk Emp. Longevity	\$5,883	\$6,089	\$6,554	\$6,973	\$3,755	\$2,608	\$2,608	\$2,608	\$2,608
01.470.5025.000	EXPENDITURE	Town Clerk Overtime Wages	\$0	\$597	\$1,000	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
01.470.6015.000	EXPENDITURE	Dues & Subscriptions	\$450	\$475	\$850	\$850	\$225	\$850	\$850	\$850	\$850
01.470.6020.000	EXPENDITURE	Operating Supplies	\$2,705	\$2,819	\$2,400	\$2,400	\$776	\$2,400	\$2,400	\$2,400	\$2,400
01.470.6050.000	EXPENDITURE	Professional Development	\$909	\$0	\$1,000	\$1,000	\$540	\$3,925	\$3,925	\$2,000	\$2,000
01.470.6060.000	EXPENDITURE	Printing & Binding	\$0	\$560	\$960	\$960	\$770	\$800	\$800	\$800	\$800
01.470.6065.000	EXPENDITURE	Purchased Services	\$16,693	\$22,800	\$16,000	\$16,000	\$7,325	\$23,000	\$23,000	\$23,000	\$23,000
01.470.6070.000	EXPENDITURE	Travel Expense	\$0	\$0	\$0	\$0	\$0	\$220	\$220	\$100	\$100
01.470.6075.000	EXPENDITURE	Tools/Equipment	\$693	\$230	\$450	\$450	\$444	\$450	\$450	\$450	\$450
			<b>\$207,279</b>	<b>\$220,069</b>	<b>\$217,202</b>	<b>\$222,242</b>	<b>\$117,464</b>	<b>\$235,660</b>	<b>\$235,660</b>	<b>\$233,615</b>	<b>\$233,615</b>
01.480.5005.000	EXPENDITURE	Town Planner Salary	\$80,701	\$82,315	\$82,315	\$90,491	\$48,726	\$95,537	\$95,537	\$95,537	\$95,537
01.480.5005.002	EXPENDITURE	Town Planner Longevity	\$2,018	\$2,058	\$2,469	\$2,715	\$1,323	\$3,675	\$2,388	\$2,388	\$2,388
01.480.5010.000	EXPENDITURE	Town Planner Wages	\$42,439	\$43,836	\$43,836	\$47,567	\$25,469	\$49,769	\$49,769	\$49,769	\$49,769
01.480.5010.002	EXPENDITURE	Town Planner Emp Longevity	\$1,059	\$1,059	\$1,534	\$2,141	\$1,111	\$2,489	\$2,489	\$2,489	\$2,489
01.480.5025.000	EXPENDITURE	Town Planner Overtime Wages	\$2,004	\$3,404	\$2,500	\$2,500	\$1,298	\$3,500	\$3,500	\$2,500	\$2,500
01.480.6015.000	EXPENDITURE	Dues & Subscriptions	\$447	\$447	\$800	\$800	\$483	\$800	\$800	\$800	\$800
01.480.6020.000	EXPENDITURE	Operating Supplies	\$599	\$576	\$800	\$800	\$351	\$800	\$800	\$800	\$800
01.480.6050.000	EXPENDITURE	Professional Development	\$795	\$150	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01.480.6065.000	EXPENDITURE	Purchased Services	\$45	\$0	\$1,800	\$1,800	\$65	\$13,000	\$13,000	\$8,000	\$8,000
01.480.6070.000	EXPENDITURE	Travel Expense	\$0	\$0	\$100	\$100	\$0	\$100	\$100	\$100	\$100
			<b>\$130,105</b>	<b>\$133,845</b>	<b>\$137,154</b>	<b>\$149,913</b>	<b>\$79,826</b>	<b>\$170,670</b>	<b>\$169,383</b>	<b>\$163,383</b>	<b>\$163,383</b>
01.490.4920.000	EXPENDITURE	Miscellaneous Supplies	\$9,181	\$10,423	\$9,000	\$9,000	\$5,168	\$9,900	\$10,500	\$10,500	\$10,500
01.490.4925.000	EXPENDITURE	Communications	\$43,256	\$42,109	\$47,500	\$47,500	\$39,041	\$70,000	\$70,000	\$70,000	\$70,000
01.490.4935.000	EXPENDITURE	Advertising	\$50,982	\$42,506	\$49,500	\$49,500	\$22,692	\$54,450	\$54,450	\$54,450	\$54,450
01.490.4945.000	EXPENDITURE	Postage	\$21,128	\$19,262	\$21,750	\$21,750	\$15,393	\$23,925	\$23,925	\$23,925	\$23,925
01.490.4950.000	EXPENDITURE	Computer Maint & Upgrades	\$181,248	\$169,491	\$162,500	\$162,500	\$73,238	\$195,000	\$195,000	\$162,500	\$162,500
01.490.4955.000	EXPENDITURE	Pool Vehicle Maintenance	\$9,682	\$6,014	\$12,000	\$12,000	\$8,066	\$13,200	\$13,200	\$13,200	\$13,200
01.490.4970.000	EXPENDITURE	Equipment Rental/Leases	\$20,244	\$19,528.24	\$20,750	\$20,750	\$7,593	\$22,825	\$22,825	\$21,000	\$21,000
01.490.4980.000	EXPENDITURE	Codification Update	\$2,404	\$1,195.00	\$4,000	\$4,000	\$2,500	\$4,400	\$4,400	\$4,400	\$4,400
01.490.5010.000	EXPENDITURE	Wages	\$17,588	\$44,341.54	\$43,836	\$44,822	\$24,131	\$45,831	\$45,831	\$42,801	\$42,801
01.490.5010.003	EXPENDITURE	Longevity	\$0	\$0	\$1,096	\$1,121	\$688	\$1,375	\$1,375	\$0	\$0
01.490.6065.000	EXPENDITURE	Purchased Services	\$1,877	\$893.76	\$1,600	\$1,600	\$0	\$1,760	\$1,760	\$1,600	\$1,600
			<b>\$357,591</b>	<b>\$355,763</b>	<b>\$373,532</b>	<b>\$374,543</b>	<b>\$198,511</b>	<b>\$442,666</b>	<b>\$443,266</b>	<b>\$404,376</b>	<b>\$404,376</b>

## **SUPPLEMENTAL INFORMATION**

**FY2022-2023**

### **470 – TOWN CLERK:**

#### **470-5005 - SALARY - \$96,061**

FY 2022-2023 Base Salary -	\$87,328	
Longevity -	<u>\$ 8,733</u>	(20 yrs. employment)
Total -	\$96,061	

#### **470-5010 - WAGES - \$106,954**

##### **Deputy Town Clerk I**

FY 2022-2023 Base Salary -	\$54,578 (Foreman II / Police Secretary, Step I)
Longevity -	<u>\$ 1,364</u> (9 yrs. employment)
Total -	\$55,942

##### **Deputy Town Clerk II**

FY 2022-2023 Base Salary -	\$49,768 (Deputy, Step 2)
Longevity -	<u>\$ 1,244</u> (6 yrs. employment)
Total -	\$51,012

#### **470-5025 - OVERTIME WAGES - \$1,000**

Per the Teamsters Local 251 contract, there is a 4-hour minimum at time and one-half for the full-time staff in the bargaining unit. This figure provides for attendance of a Deputy at meetings/workshops and at an election/town financial referendum (We will be holding a minimum of 2 Local Elections during this fiscal year.)

#### **470-6015 – DUES/SUBSCRIPTIONS - \$850**

RI City & Town Clerk's Association - \$150  
NE Association of City and Town Clerks - \$105  
International Institute of Municipal Clerks Association - \$175  
Subscription – Westerly Sun - \$420

It is important for the Town Clerk to maintain membership in these professional organizations to enhance practices and procedures in the Town Clerk's Office. The subscription to the Westerly Sun is maintained to verify the legal ads placed for Probate and Council meetings, per Charter requirements.

## **SUPPLEMENTAL INFORMATION**

**FY2022-2023**

### **470 – TOWN CLERK (cont'd):**

#### **470-6020 - OPERATING SUPPLIES - \$2,400**

Supplies for the operation of Town Clerk's office: Probate folders, toner cartridges, archival envelopes for plat maps, tape recording cassettes, receipt paper, binders for Board/Commission minutes, general office supplies.

#### **470-6050 – PROFESSIONAL DEVELOPMENT - \$2,000**

\$240 is earmarked for attendance at quarterly Town Clerk meetings and education seminars - both are required for education credit for certification for the Town Clerk as a Master Municipal Clerk (\$30 each for the Town Clerk and 1 Deputy).

\$760 is earmarked for the New England City and Town Clerks' Association Annual Conference to be held in Chatham, MA in November of 2022.

\$925 – New England Municipal Clerk's Institute, Year 1 (for newly hired Deputy).

#### **470-6060 - PRINTING AND BINDING - \$ 800**

Tax Books - \$700, letterhead, receipt books \$100

#### **470-6065 - PURCHASED SERVICES - \$ 23,000**

Processing of Land Evidence records and plat maps. Microfilming of Probates, Town Council Minutes, and Honorable Discharges. This amount is offset by revenue received from land evidence recording and probate filings. Contract renewal or new vendor anticipated in February of 2022. Request reflects estimation of per document cost from current vendor/annual cost from new vendor.

#### **470-6070 – TRAVEL EXPENSE - \$100**

Mileage reimbursement round trip to Plymouth State University for the New England Municipal Clerk's Institute (Deputy, Year 1)

#### **470-6075 - TOOLS AND EQUIPMENT - \$ 450**

Miscellaneous office equipment upgrades and/or repairs.

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**Town Clerk TOTAL REQUESTED BUDGET: \$233,615**

**SUPPLEMENTAL INFORMATION**  
**FY 2022 – 2023**

**480 – TOWN PLANNER:**

**480-5005 – SALARY    \$97,925**

FY 23    Salary            \$95,537

FY 23    Longevity        \$ 2,389 years of services 5-9 2.5%

**480-5010 – WAGES    \$52,258**

FY 23    Salary            \$49,769

FY 23    Longevity        \$ 2,489

**Planning Assistant Wages:**

The Planning Assistant position serves as primary support for the Town Planner as well as the elected Planning Commission. Responsibilities include administrative and specialized clerical work in support of the department's operations, including all public meetings of the Planning Commission. Duties include answering email, phone and walk-in inquiries about planning processes and regulations, as well as providing the status of proposed subdivisions and land development projects, and other projects managed or reviewed by the department. The position requires a general knowledge of the subdivision regulations and procedures and the town comprehensive plan, as well as detailed knowledge of the RI Open Meetings Act. Mastery of the electronic programs that manage meeting agendas, application material and minutes is necessary. The Planning Assistant also manages the department webpage and the department budget, is responsible for completing CDBG applications, and is the town's E-911 Municipal Liaison.

**480-5025 – OVERTIME WAGES - \$2,500**

The Planning Commission has a regular meeting typically on the fourth Wednesday of every month, and a workshop or special meetings on the second Wednesday of every month. There is a minimum of two meetings scheduled for most months (with the possible exception of a holiday month) and often three meetings. The overtime requested is to cover the Planning Assistant for 24 (+/-) Planning Commission regular meetings and workshop or special meetings. The number of applications under review in the current year has resulted in many being moved to the special meeting date, as well as the addition of three regular meetings just for review of specific applications. There were also four joint public hearings with the Town Council to adopt the Charlestown Comprehensive Plan (which replaced just two of the workshop meetings) for a total of 28 meetings during the calendar year of 2021. The meeting schedule is expected to continue at the same rate through the remainder of this FY and into the next FY.

**480-6015 – DUES & SUBSCRIPTIONS - \$800**

American Planning Association National and Rhode Island Chapter dues and membership dues for the American Institute of Certified Planners (AICP) (\$450), and professional journals and research materials for the department (\$350).

**SUPPLEMENTAL INFORMATION**  
**FY 2022 – 2023**

**480 – TOWN PLANNER (cont'd):**

**480-6020 – OPERATING SUPPLIES - \$800**

Stationary, paper and labels; binders, notebooks and filing supplies; highlighters, pens and pencils; dvds and tapes; boxes for storage; and other miscellaneous office equipment used by the Planning Department.

**480-6050 – PROFESSIONAL DEVELOPMENT - \$1,000**

Conference attendance fees and training sessions including the National APA Conference, the APA Southern New England Planning Conference; GrowSmart training sessions; and other various professional development opportunities in the region. Ongoing professional development is necessary in the community planning field and representation at various professional events in the region is an asset to the Town of Charlestown.

**480-6050 – PURCHASED SERVICES - \$8,000**

Procurement of professional consultant services, to provide technical expertise to the Planning Commission and assistance to the Town Planner on an as-needed basis. Due to the number and complexity of applications before the Planning Commission, as well as the undertaking of special projects that will continue into the foreseeable future (comprehensive plan, open space grant applications, conservation development regulations, zoning review, climate resiliency) in addition to a number of enforcement issues that have arisen that are the duty of the Town Planner as the Administrative Officer for Charlestown, the current staffing of the Planning Department is not adequate. In the absence of a town engineer and/or staff planner, the Planning Department requires outside professional expertise. The town currently has an agreement with the consulting firm of Weston and Sampson to provide engineering, planning and scientific support as needed, but the Town Planner could make use of any available person or firm that provides the necessary expertise.

**480-6070 – TRAVEL EXPENSE - \$100**

Business related travel for Town Planner and Planning Assistant.

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**Town Planner TOTAL REQUESTED BUDGET – \$163,383**

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**490- CENTRAL SERVICES:**

**490-4920 - MISCELLANEOUS SUPPLIES - \$10,500**

Includes copy paper, printing supplies and general office supplies for use in Town Hall as well as check stock and bank deposit slips.

**490-4925 – COMMUNICATIONS - \$70,000**

Includes Town cell phones, Mifi, Air Cards Security Cameras (Verizon Wireless). OSHEAN Internet Town Wide. Cox Internet, Phone and Cable at Animal Control and Town Hall. There are added services for Town properties cameras, credit cards systems, computer equipment and New Harbor Group communication services.

OSHEAN Internet - \$12,384 (\$6,000 Town Hall, \$6,000 Police Station, \$384 Public Access Space)

Cox Phone & Cox Internet -

Town Hall (12 month @ avg of \$1125 = \$13,500) Animal Control (12 month @ avg of \$140 = \$1,680)

Verizon FIOS- Blue Shutters (12 month @ avg of \$99= \$1,118)

Verizon Wireless- Town Cellular Devices, Mifi, Air Cards & Security Cameras (65 active lines – 12 months @ avg of \$2,000= \$24,000)

New Harbor (PR Firm) – Contracted at 12 months @ \$1,500= \$18,000

**490-4935 - ADVERTISING - \$54,450**

Expenses related to all print and internet advertising for legal, town council agendas/meetings and ordinances changes, job applicants, probate, and bid advertising, etc. Due to charter amendments, the town is required to go out to bid for services and equipment over \$5,000. Increase is due to the Westerly Sun increase in cost to legal ads due to less subscribers and increase in overall ad size for legal and agenda postings.

**490-4945 - POSTAGE - \$23,925**

Cost for Department postage needs (FY23 increase anticipated from USPS on metered mail and certified mailings) including tax bills, notices, certified mailings, and Town Pipeline distribution.

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**490-4950 - COMPUTERS & MAINTENANCE - \$162,500**

Purchase of computer hardware purchases, upgrades, and maintenance along with software maintenance contracts for all departments (except for police computer maintenance that is budgeted separately).

Computer Hardware:	\$	22,550
Computer Software:	\$	6,500
Consultants:	\$	10,000
<i>Sub-total</i>	\$	39,050
Software Maintenance Agreements	\$	123,450
<b>Total</b>	<b>\$</b>	<b>162,500</b>

For Consultants: Flexibility to allow for an on-call company to come in and provide services, the plans, policies, procedures, and technical measures that enable the recovery of IT operations after an unexpected incident:

Senior Network Engineer = \$200.00 hr.

Senior Solutions Architect = \$180.00 hr.

Senior Infrastructure Engineer = \$200.00 hr.

Cloud Engineer = \$200.00 hr.

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**490 - CENTRAL SERVICES (cont'd):**

Software Maintenance Agreements (Current)		
Vision Government Solutions:		
	CAMA Software (Licensing & Support)	\$ 9,225
	CAMA GIS Online Modeling	\$ 800
	CAMA Software Cloud Hosting	\$ 7,500
	Building Official	\$ 2,125
	Web Hosting	\$ 3,230
	Tax Admin & Tax Collection	\$ 11,870
Tyler Technologies:		
	Unifund - BudetSense (Infinite Visions)	\$ 26,500
Gilbarco, Inc.:		
	Gasboy	\$ 250
Avenet:		
	GovOffice - Town Webpage	\$ 2,950
Town Clerk Software:		
	Probate, Dog License, Business License	\$ 1,880
Accela / IQM2:		
	TC Agenda, Minutes, Video Streaming	\$ 12,725
	Planning Agenda, Minutes, Video Streaming	
	Zoning Agenda, Minutes, Video Streaming	
GIS:		
	ESRI - ArcGIS & ArcView	\$ 4,700
	Mapinfo	\$ 1,000
	Drone Software	\$ 3,000
WebGIS:		
	New England Geo Systems	\$ 5,500
	<i>sub total</i>	<i>\$ 93,255</i>

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**490 - CENTRAL SERVICES (cont'd):**

	Code Red	\$ 6,000
	I Am Responding	\$ 300
MyRec		
	Parks & Rec Program Attendance Software	\$ 3,395
Curia Systems:		
	Municipal Court	\$ 6,000
Computer Network:		
	ScaleCare - HC1150z	\$ 9,500
	ScaleCare - HC1100	\$ 5,000
	<i>sub total</i>	\$ 30,195
	<b>Total</b>	<b>\$ 123,450</b>

**490-4955 - POOL VEHICLE MAINTENANCE - \$13,200**

Gasoline usage and general repairs for nine vehicles used by Town Hall staff including Recreation, Tax Assessor, Building Official, GIS, Wastewater, Town Planner and Animal Control Officer.

**490-4970 - EQUIPMENT LEASE/RENTAL - \$21,000**

Postage Machine Rental – Police Station:	\$ 880
Postage Machine Rental – Town Hall:	780
Postage Machine Maintenance – Town Hall:	3,370
Copy Machine-Town Hall (Administration):	9,500
Copy Machine-Town Hall (Administration):	<u>6,470</u>
<b>Total</b>	<b>\$21,000</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**490 - CENTRAL SERVICES (cont'd):**

**490-4980 - CODIFICATION UPDATE - \$4,400**

Ordinances approved by Council and sent to General Code for inclusion in the Town Code of Ordinances and Planning records.

**490-5010 – TOWN HALL CLERK - \$42,801**

FY22 Wages: \$42,801

**490-6065- PURCHASED SERVICES - \$1,600**

This line item funds document shredding expense for municipal departments.

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**Central Services TOTAL REQUESTED BUDGET \$404,376**

## TOWN OF CHARLESTOWN

Fiscal Year 2022-2023

## EXPENDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved	FY2022 Amended Budget	FY2022 Actual as of Dec 31, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
01.510.4925.000	EXPENDITURE	Police Communications	\$17,310	\$19,259	\$18,000	\$18,000	\$6,478	\$19,500	\$19,500	\$19,500	\$19,500
01.510.4945.000	EXPENDITURE	Postage	\$0	\$195	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.510.4950.000	EXPENDITURE	Computer Maintenance	\$24,303	\$24,677	\$30,000	\$30,000	\$6,759	\$30,000	\$30,000	\$30,000	\$30,000
01.510.4970.000	EXPENDITURE	Equipment Rental/Leases	\$4,214	\$4,015	\$5,800	\$5,800	\$1,827	\$5,800	\$5,800	\$5,800	\$5,800
01.510.4975.000	EXPENDITURE	Equipment Maint/Contracts	\$45,767	\$53,344	\$71,297	\$71,297	\$39,524	\$72,000	\$72,000	\$72,000	\$72,000
01.510.5000.000	EXPENDITURE	Police Chief Salary	\$103,455	\$102,485	\$100,023	\$103,023	\$59,397	\$114,762	\$114,762	\$114,762	\$114,762
01.510.5000.002	EXPENDITURE	Police Chief Longevity	\$9,806	\$9,809	\$10,002	\$10,302	\$5,547	\$11,476	\$11,476	\$11,476	\$11,476
01.510.5005.000	EXPENDITURE	Police Salaries	\$1,341,121	\$1,398,155	\$1,437,388	\$1,483,941	\$718,277	\$1,535,310	\$1,535,310	\$1,535,310	\$1,535,310
01.510.5005.002	EXPENDITURE	Police Longevity	\$69,203	\$74,768	\$80,037	\$80,901	\$34,757	\$95,878	\$95,878	\$95,878	\$95,878
01.510.5010.000	EXPENDITURE	Dispatcher Wages	\$169,980	\$187,714	\$195,326	\$201,781	\$109,756	\$199,560	\$199,560	\$199,560	\$199,560
01.510.5010.001	EXPENDITURE	Police Secretary Wages	\$49,242	\$45,632	\$45,632	\$51,271	\$27,614	\$54,579	\$54,579	\$54,579	\$54,579
01.510.5010.003	EXPENDITURE	Dispatcher Longevity Pay	\$11,753	\$9,874	\$12,913	\$12,913	\$5,476	\$11,896	\$11,896	\$11,896	\$11,896
01.510.5010.006	EXPENDITURE	Police Sec Longevity Wages	\$4,239	\$4,563	\$4,563	\$5,127	\$2,761	\$5,458	\$5,458	\$5,458	\$5,458
01.510.5010.007	EXPENDITURE	Accreditation Admin Assistant	\$11,377	\$17,125	\$18,276	\$18,276	\$9,249	\$20,748	\$20,748	\$20,748	\$20,748
01.510.5012.000	EXPENDITURE	Police Custodians Wages	\$32,999	\$40,450	\$36,872	\$36,872	\$13,328	\$41,496	\$41,496	\$41,496	\$41,496
01.510.5025.000	EXPENDITURE	Police Overtime Wages	\$276,592	\$219,935	\$230,000	\$247,007	\$153,391	\$230,262	\$230,262	\$230,000	\$230,000
01.510.5025.001	EXPENDITURE	Dispatcher Overtime Wages	\$32,232	\$44,691	\$20,000	\$20,000	\$28,533	\$29,738	\$29,738	\$30,000	\$30,000
01.510.5030.000	EXPENDITURE	Police Holiday Pay	\$99,043	\$94,241	\$99,134	\$102,108	\$54,649	\$101,011	\$101,011	\$101,011	\$101,011
01.510.5030.001	EXPENDITURE	Dispatcher Holiday Pay	\$15,127	\$14,989	\$13,737	\$14,149	\$10,381	\$14,989	\$14,989	\$14,989	\$14,989
01.510.5035.000	EXPENDITURE	Police Temporary Pay	\$9,661	\$32,181	\$25,000	\$25,000	\$33,599	\$32,000	\$32,000	\$38,000	\$38,000
01.510.5040.000	EXPENDITURE	Police Detail Pay	\$13,708	\$8,466	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.510.5070.000	EXPENDITURE	Police Uniforms	\$30,482	\$39,750	\$29,629	\$29,629	\$13,500	\$36,000	\$36,000	\$36,000	\$36,000
01.510.6005.000	EXPENDITURE	Police Training	\$12,531	\$11,075	\$20,000	\$20,000	\$12,618	\$20,000	\$20,000	\$20,000	\$20,000
01.510.6010.000	EXPENDITURE	Police Tuition Reimbursement	\$31,965	\$35,870	\$20,000	\$20,000	\$0	\$16,000	\$16,000	\$16,000	\$16,000
01.510.6015.000	EXPENDITURE	Dues & Subscriptions	\$1,261	\$795	\$1,500	\$1,500	\$696	\$1,500	\$1,500	\$1,500	\$1,500
01.510.6020.000	EXPENDITURE	Operating Supplies	\$8,406	\$8,332	\$12,500	\$12,500	\$2,447	\$12,500	\$12,500	\$12,500	\$12,500
01.510.6025.000	EXPENDITURE	Operating Supply/Vehicle	\$43,765	\$51,352	\$77,500	\$77,500	\$31,180	\$87,400	\$87,400	\$82,000	\$82,000
01.510.6040.000	EXPENDITURE	Maintenance & Repairs	\$39,436	\$29,738	\$32,000	\$32,000	\$9,646	\$32,000	\$32,000	\$32,000	\$32,000
01.510.6050.000	EXPENDITURE	Professional Development	\$217	\$0	\$2,500	\$2,500	\$1,140	\$2,500	\$2,500	\$2,500	\$2,500
01.510.6052.000	EXPENDITURE	Police Accreditation	\$0	\$1,500	\$2,000	\$2,000	\$2,000	\$12,000	\$12,000	\$12,000	\$12,000
01.510.6055.000	EXPENDITURE	Professional Services	\$354	\$3,234	\$4,800	\$4,800	\$2,350	\$4,800	\$4,800	\$4,800	\$4,800
01.510.6065.000	EXPENDITURE	Purchased Services	\$16,848	\$11,693	\$16,000	\$16,000	\$6,695	\$14,000	\$14,000	\$14,000	\$14,000
01.510.6070.000	EXPENDITURE	Travel Expense	\$214	\$0	\$350	\$350	\$0	\$350	\$350	\$350	\$350
01.510.6075.000	EXPENDITURE	Tools/Equipment	\$21,276	\$19,944	\$23,000	\$23,000	\$9,994	\$23,000	\$23,000	\$23,000	\$23,000
01.510.6165.000	EXPENDITURE	Repairs & Maint - Facility	\$22,529	\$33,540	\$22,850	\$22,850	\$10,364	\$27,700	\$27,700	\$22,850	\$22,850
01.510.6195.000	EXPENDITURE	Utilities	\$50,319	\$48,224	\$68,500	\$68,500	\$36,617	\$68,500	\$68,500	\$72,500	\$72,500
			\$2,620,736	\$2,701,614	\$2,787,129	\$2,870,898	\$1,460,551	\$2,984,714	\$2,984,713	\$2,984,463	\$2,984,463

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**510- POLICE DEPARTMENT:**

**510-4925      COMMUNICATIONS** **\$19,500**

Police telecommunications services and Cox internet for emergency dispatching center and department offices.

**510-4950      COMPUTER MAINTENANCE** **\$30,000**

Computer licensing and software, hardware and necessary upgrades to desktops, laptops and mobile data terminals. Building security devices, IT technical services, maintenance and repairs. Includes facility surveillance technology, CCTV system and proximity security system maintenance.

**510-4970      EQUIPMENT RENTAL/LEASE** **\$ 5,800**

Rental of main copy machine and electronic postage meter expenses.

**510-4975      EQUIPMENT CONTRACTS / MAINTENANCE** **\$72,000**

Central Square (Tri-Tech) RMS System	\$ 18,000
Carousel Telephone Recordings	4,240
Power DMS (Training / Accreditation)	6,025
All Traffic Solutions (Remote Services)	0
Higgins ID Card Device PM	510
Lexipol (Police-One)	2,400
HVAC Quarterly Building PM	7,000
Griggs & Browne	380
Fire Alarm Inspections (Johnson Controls)	4,500
Elevator Inspections	4,200
Acorn Digital Recording System	2,150
Thales Group (Gemalto) Fingerprint Machine	2,950
Lexis Nexis (Accurint)	700
LEFTA	4,245
Cellebrite Investigative Software	4,300
System Works (Police DTS) Software	5,400
CPD Gmail (Maven Wave Partners)	5,000
<b>Total</b>	<b>\$ 72,000</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**510-5000 ADMINISTRATION**    **\$126,238**

2022 Chief Salary      \$114,762 - *Step to Level 8A effective 7/1/2022*  
Longevity                \$11,476

**510-5005 SALARIES**    **\$1,631,188**

The Police Department is made up of both sworn and civilian personnel. The salaries of the police officers, dispatchers and the police secretary are all set by collective bargaining agreements.

<u>Rank</u>	<u>Salary</u>	<u>Longevity</u>	<u>TOTAL WAGES</u>
Lieutenant	\$93,230	\$9,323	\$102,553
Lieutenant	\$93,230	\$9,323	\$102,553
Sergeant	\$85,131	\$7,662	\$92,793
Sergeant	\$85,131	\$8,087	\$93,218
Sergeant	\$85,131	\$5,534	\$90,665
Sergeant	\$85,131	\$6,385	\$91,516
Detective	\$80,421	\$8,042	\$88,463
Detective	\$80,421	\$7,238	\$87,659
Patrolman	\$77,044	\$7,704	\$84,748
Patrolman	\$77,044	\$7,704	\$84,748
Patrolman	\$77,044	\$2,311	\$79,355
Patrolman	\$77,044	\$6,164	\$83,208
Patrolman	\$77,044	\$1,926	\$78,970
Patrolman	\$77,044	\$1,926	\$78,970
Patrolman	\$77,044	\$1,926	\$78,970
Patrolman	\$77,044	\$2,697	\$79,741
Patrolman	\$77,044	\$1,926	\$78,970
Patrolman	\$77,044	\$0	\$77,044
Patrolman	\$77,044	\$0	\$77,044
	<b>\$1,535,310</b>	<b>\$95,878</b>	<b>\$1,631,188</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**510-5010 WAGES (DISPATCH AND SECRETARY) \$292,241**

		<b>Wages</b>	<b>Longevity</b>	<b>Total</b>
Secretary	<b>Teamsters' Union</b>	\$ 54,579	\$ 5,457	\$ 60,037
Dispatcher	<b>Laborers' Union</b>	\$ 53,721	\$ 5,372	\$ 59,093
Dispatcher	"	\$ 53,721	\$ 5,372	\$ 59,093
Dispatcher	"	\$ 46,059	\$ 1,152	\$ 47,211
Dispatcher	"	\$ 46,059		\$ 46,059
				<hr/>
				\$ 271,493
Accreditation - Training Administrative Assistant (\$21.00/hr. x 38 hrs./26 pays)				<hr/>
				\$ 20,748
<b>TOTAL</b>				<hr/>
				\$ 292,241

**510-5012 CUSTODIAN(S) WAGES:**

**\$41,496**

Custodian - Building Maintenance Personnel which includes two (2) part-time staff paid \$21.00/hour each (police facility operates 24hrs / 7 days per week):

Per hour	Total # of hours	26 Pay	<u>Total:</u>
\$21.00	38	\$1,596	\$41,496

**510-5025 OVERTIME:**

**\$260,000**

Overtime funding is used to cover sworn officer absences caused by the use of vacation, sick and/or personal leave, officer injuries and any minimum staffing requirements. The overtime line also covers mandatory dispatcher backfills and agency court attendance costs needs. Agency overtime needs may fluctuate with unanticipated staffing shortages, states of emergency, and increases in seasonal demands on public safety services in any given fiscal year.

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**510-5030 HOLIDAY PAY: \$116,000**

All Police Department personnel receive holiday pay in addition to their regular pay for each of 12 contract holidays with the exception of the Dispatchers who receive 13. If an officer is scheduled to work they get time and one half, in addition to their regular day's pay. If they are on a scheduled day off they get an extra day's pay. Based on the 4 days on/two days off work schedule they work on the average 2 out of every 3 holidays. This would make for 8 holidays at time and one half and 4 at straight time.

**510-5035 TEMPORARY STAFF PAY**

**\$38,000**

This line is used to fund all part-time emergency services employees to include; part-time Dispatcher(s), Special Police Officers and Traffic Constables, while working directly for the town of Charlestown at town rate. This line includes the annual cost associated with beach details, and the contractual sixteen (16) hour per week part-time dispatcher position.

**510-5070 UNIFORMS THROUGH PAYROLL**

**\$36,000**

Uniform clothing allowances for full-time Police Officers per FOP 40 contract and the Police Dispatchers per Local 808 contract. Line also includes a one-time expense in FY23 to outfit police officers with dress uniform leather gear items to complete the dress uniform project.

**510-6005 TRAINING**

**\$20,000**

This line item funds the agency's program of continual training of personnel in all high liability areas of law enforcement and emergency services. Training in many disciplines is required by state law, in addition training is necessary in order to maintain compliance with industry best practices. This line includes travel and/or accommodations where necessary. Maintenance of the agency's RIPAC accreditation requires sworn officers and civilian staff to participate in an increasing number of industry related trainings, certification and recertification annually and bi-annually.

**510-6010 TUITION REIMBURSEMENT**

**\$16,000**

This line item is used to pay or reimburse officers for eligible college courses expenses in the area of; administration of justice or criminal justice related programs as provided for under the RI police officers incentive program. Rhode Island General Law 42-28.1-3 mandates that cities or towns reimburse for tuition and expenses for college courses in these job specific areas. The investment in continuing education of CPD's law enforcement officers increases the agency's overall professionalism while reducing municipal liability.

8 Courses @ \$2,000 each

Estimated

**510-6015 DUES & SUBSCRIPTIONS**

**\$1,500**

This item is used for the payment of dues for department members to belong to professional organizations and associations as well as for the payment of professional journals, newsletters, manuals and law enforcement publications.

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**510-6020 OPERATING SUPPLIES - POLICING PROGRAMS**

**\$12,500**

These funds are used to purchase and maintain the agency's office supplies which are necessary for effective and efficient departmental operations. In addition, this line funds the agency's rapidly evolving *community policing program and initiatives*.

**510-6025 OPERATING SUPPLIES – VEHICLES/GENERATOR**

**\$82,000**

This line item is used for the purchase of such items as gasoline, diesel fuel, tires, etc. The department uses on average 1,445 gallons of gasoline per month, in addition to approximately 95 gallons of diesel. Prices will change with current world oil market fluctuations. Approximate usages and costs.

Gas	1445	12	\$4.00/gal	\$69,360
Diesel	95	12	\$4.00/gal	\$4,560

The police cruisers require an average of two (2) sets of tires per year; while administrative vehicles use approximately one (1) set annually. The department benefits from government pricing on tires. In addition, the agency keeps a supply of mechanical fluids on hand in the garage.

	Number	Estimated Cost	TOTAL
Tires (48)		\$140.00	\$6,720
Supplies: Oil, Washer Fluid, Antifreeze, etc.			\$1,360

**510-6040 POLICE CRUISER MAINTENANCE & REPAIR**

**\$32,000**

These funds are used for the repair, maintenance and replacement of all motor vehicle fleet related equipment for the department.

**510-6050 PROFESSIONAL DEVELOPMENT**

**\$2,500**

This line is used for the Chief of Police to attend a program of continuing education in management, leadership and executive development. The line also covers the cost of travel and attendance to IACP and RICPA conferences.

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**510-6052 POLICE ACCREDITATION**

**\$12,000**

This line is used to pay annual dues to the Rhode Island Police Accreditation Commission (RIPAC) in order to maintain the agency's accreditation credentials. In addition, this line funds the police accreditation incentive stipend(s) of officers, per contract.

**510-6055 PROFESSIONAL SERVICES**

**\$4,800**

These funds are used to cover the cost associated with pre-employment testing to include written examinations, background investigation costs, and psychological examinations. It also covers costs associated with maintaining the agency's professional standards through costly fitness for duty evaluations (FFDE), independent medical examinations, drug screenings and other early intervention oriented services. Additionally, this line is used to cover startup costs associated with the recruitment of new police officers, the costs associated with any new officers attending the RI Municipal Police Academy, and/or the outfitting of new police officers and lateral transfers.

**510-6065 PURCHASED SERVICES**

**\$14,000**

Firearms Range Fees	\$	2,500
Uniform Cleaning	\$	9,500
Trash Service	\$	2,000

**510-6070 TRAVEL**

**\$350**

Costs associated with Department members traveling (EZ Passes) to obtain training and/or continued education, which may not be available in the local area.

**510-6075 TOOLS AND EQUIPMENT**

**\$23,000**

These funds are used to purchase police related equipment and/or to complete repairs to existing equipment. In addition, the line funds janitorial supplies and maintenance equipment repairs.

Detective Investigative Equipment and Supplies	\$	2,500
Patrol Operations Equipment Supplies	\$	4,000
Janitorial Supplies and Maintenance Equipment	\$	4,000
Ammunition and Firearm Repair	\$	10,000
Facilities Maintenance Equipment Repairs	\$	2,500

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**510-6165 REPAIRS & MAINTENANCE**

**\$22,850**

Estimated expenses for anticipated preventative maintenance at the police facility to include emergency generators, base and mobile police radios and antennas, HVAC repairs, septic service:

Storm Guardian Hurricane Protection Maintenance:	\$2,000
Police Base Station and Mobile Radio Maintenance:	\$2,000
Septic Cleaning	\$ 350
Emergency Generator PM (2)	\$ 1,500
Heating and Cooling (HVAC) Repairs	\$ 17,000

**510-6195 UTILITIES**

**\$72,500**

Electricity	\$ 36,000
Number 2 Heating Fuel (11,500-gallon x \$3.00)	\$ 36,500

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**Police Department TOTAL REQUESTED BUDGET: \$2,984,463**

## TOWN OF CHARLESTOWN

Fiscal Year 2022-2023

## EXPENDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved	FY2022 Amended Budget	FY2022 Actual as of Dec 31, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
01.520.5005.000	EXPENDITURE	Building Inspector Salary	\$90,494	\$95,203	\$97,583	\$100,511	\$48,419	\$106,114	\$106,114	\$106,114	\$106,114
01.520.5005.002	EXPENDITURE	Building Inspector Longevity	\$2,262	\$4,760	\$4,879	\$5,528	\$2,319	\$5,306	\$5,306	\$5,306	\$5,306
01.520.5010.000	EXPENDITURE	Building Inspector Wages	\$144,295	\$154,344	\$157,494	\$162,049	\$74,716	\$167,087	\$167,087	\$167,087	\$167,087
01.520.5010.003	EXPENDITURE	Building Inspector Emp Longevity	\$0	\$0	\$0	\$0	\$0	\$1,516	\$1,516	\$1,516	\$1,516
01.520.5015.000	EXPENDITURE	Building Inspector Part-time Field Inspector	\$10,473	\$11,662	\$16,640	\$16,640	\$5,254	\$15,313	\$15,313	\$15,313	\$15,313
01.520.5025.000	EXPENDITURE	Building Inspector Overtime Wages	\$3,143	\$3,811	\$3,500	\$3,500	\$2,292	\$4,500	\$4,500	\$4,500	\$4,500
01.520.6015.000	EXPENDITURE	Dues & Subscriptions	\$425	\$389	\$800	\$800	\$150	\$800	\$800	\$800	\$800
01.520.6020.000	EXPENDITURE	Operating Supplies	\$1,461	\$1,381	\$1,400	\$1,400	\$522	\$1,400	\$1,400	\$1,400	\$1,400
01.520.6050.000	EXPENDITURE	Professional Development	\$929	\$281	\$1,000	\$1,000	\$0	\$2,500	\$2,500	\$2,500	\$2,500
01.520.6065.000	EXPENDITURE	Purchased Services	\$8,120	\$12,120	\$14,500	\$14,500	\$7,085	\$14,500	\$14,500	\$14,500	\$14,500
01.520.6070.000	EXPENDITURE	Travel Expense	\$434	\$0	\$500	\$500	\$0	\$500	\$500	\$500	\$500
01.520.6075.000	EXPENDITURE	Tools/Equipment	\$0	\$205	\$400	\$400	\$0	\$400	\$400	\$400	\$400
			\$262,037	\$284,156	\$298,696	\$306,828	\$140,757	\$319,935	\$319,935	\$319,936	\$319,936
01.530.5010.000	EXPENDITURE	CEMA Wages	\$45,448	\$47,267	\$47,039	\$47,039	\$26,088	\$48,450	\$48,450	\$48,450	\$48,450
01.530.6005.000	EXPENDITURE	Training Exercises Cost	\$1,030	\$631	\$1,200	\$1,200	\$251	\$1,200	\$1,200	\$1,200	\$1,200
01.530.6015.000	EXPENDITURE	Dues & Subscriptions	\$250	\$325	\$250	\$250	\$50	\$250	\$250	\$250	\$250
01.530.6020.000	EXPENDITURE	Operations/Communications & Supplies	\$4,159	\$5,391	\$6,000	\$6,000	\$3,260	\$6,000	\$6,000	\$6,000	\$6,000
01.530.6025.000	EXPENDITURE	Operating Supplies/Vehicle	\$2,090	\$878	\$2,000	\$2,000	\$844	\$2,000	\$2,000	\$2,000	\$2,000
01.530.6040.000	EXPENDITURE	Repairs & Maintenance	\$3,096	\$6,174	\$2,500	\$2,500	\$1,810	\$2,500	\$2,500	\$2,500	\$2,500
01.530.6050.000	EXPENDITURE	Professional Development	\$469	\$749	\$1,000	\$1,000	\$41	\$1,000	\$1,000	\$1,000	\$1,000
01.530.6060.000	EXPENDITURE	Printing & Binding	\$0	\$361	\$400	\$400	\$0	\$400	\$400	\$400	\$400
01.530.6065.000	EXPENDITURE	Purchased Services & Uniforms	\$680	\$1,236	\$1,600	\$1,600	\$924	\$1,600	\$1,600	\$1,600	\$1,600
01.530.6070.000	EXPENDITURE	Travel Expense	\$92	\$0	\$500	\$500	\$0	\$500	\$500	\$500	\$500
01.530.6073.000	EXPENDITURE	Hazard Mitigation Plan	\$400	\$1,424	\$2,500	\$2,500	\$0	\$3,500	\$5,000	\$4,000	\$4,000
01.530.6075.000	EXPENDITURE	Tools & Equipment	\$5,776	\$4,759	\$6,000	\$6,000	\$2,497	\$6,750	\$6,750	\$5,500	\$5,500
01.530.6082.000	EXPENDITURE	Fire Wise Community Outreach	\$0	\$0	\$3,500	\$3,500	\$0	\$5,000	\$5,000	\$3,500	\$3,500
01.530.6090.000	EXPENDITURE	Grant Match Funding	\$2,187	\$3,996	\$3,000	\$3,000	\$0	\$4,000	\$4,000	\$3,000	\$3,000
			\$65,676	\$73,191	\$77,489	\$77,489	\$35,765	\$83,150	\$84,650	\$79,900	\$79,900
01.540.5005.000	EXPENDITURE	ACO Salary	\$47,534	\$49,197	\$49,198	\$50,305	\$27,087	\$51,437	\$51,437	\$51,437	\$51,437
01.540.5005.002	EXPENDITURE	ACO Longevity	\$4,753	\$4,920	\$4,919	\$5,030	\$2,709	\$5,144	\$5,144	\$5,144	\$5,144
01.540.5010.000	EXPENDITURE	ACO Wages	\$28,208	\$27,461	\$30,000	\$30,000	\$18,133	\$35,208	\$35,208	\$35,208	\$35,208
01.540.5025.000	EXPENDITURE	ACO Overtime Wages	\$265	\$2,049	\$2,575	\$2,575	\$1,733	\$2,575	\$2,575	\$2,575	\$2,575
01.540.6020.000	EXPENDITURE	Operating Supplies	\$6,985	\$7,323	\$6,500	\$6,500	\$2,287	\$6,500	\$6,500	\$6,500	\$6,500
01.540.6040.000	EXPENDITURE	Maintenance & Repairs	\$1,004	\$3,174	\$6,000	\$6,000	\$3,246	\$7,000	\$7,000	\$4,500	\$4,500
01.540.6050.000	EXPENDITURE	Professional Development	\$50	\$25	\$700	\$700	\$0	\$700	\$700	\$700	\$700
01.540.6055.000	EXPENDITURE	Professional Services	\$4,141	\$10,244	\$10,000	\$10,000	\$5,769	\$10,000	\$10,000	\$10,000	\$10,000
01.540.6075.000	EXPENDITURE	Tools/Equipment	\$22	\$17	\$800	\$800	\$0	\$800	\$800	\$800	\$800
			\$92,962	\$104,410	\$110,692	\$111,910	\$60,963	\$119,364	\$119,364	\$116,864	\$116,864

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**520 – BUILDING/ZONING OFFICIAL:**

**520-5005 - SALARY - \$111,420**

Building/Zoning Official –

FY2023 Salary        \$106,114

Longevity             \$5,306

**520-5010 - WAGES - \$168,603**

Building/Zoning Clerk –

FY2023 Salary        \$45,831

Building/Electrical Inspector –

FY2023 Salary -       \$60,628

Longevity             \$1,516

Zoning/Code Enforcement Officer –

FY2023 Salary -       \$60,628

**520-5015 – PART-TIME INSPECTORS – \$15,313**

Plumbing/Mechanical Inspector –

FY2023 Salary -       \$15,313

(PT 9 hours / week @ \$32.72)

**520-5025 - OVERTIME WAGES - \$4,500**

Building/Zoning Clerk and Zoning/Code Enforcement Officer for 12 plus or minus Zoning Board meetings based on Teamster's Local 251 contract.

**520-6015 - DUES & SUBSCRIPTIONS - \$800**

RIBOA Membership Dues, RIFMA Conference & Dues, ASFPM Membership Dues, Building Code & Commentary Books, Building & Zoning Journals.

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**520 – BUILDING/ZONING OFFICIAL (Cont'd):**

**520-6020 - OPERATING SUPPLIES - \$1,400**

Additional code books, code supplements and updates, inspection supplies, general office supplies, repairs of office equipment and small office equipment.

**520-6050 - PROFESSIONAL DEVELOPMENT - \$2,500**

Building Official / Floodplain Manager Professional Development & Continuing Education as required by State Law for continued certification.

**520-6065 – PURCHASED SERVICES - \$14,500**

Outside services when demand is high.

**520-6070 – TRAVEL EXPENSE - \$500**

Personal vehicle travel expense.

**520-6075 – TOOLS & EQUIPMENT - \$400**

Miscellaneous field tools and large office equipment.

**Building/Zoning Official TOTAL REQUESTED BUDGET \$319,936**

**SUPPLEMENTAL INFORMATION**  
**FY 2022 – 2023**

**530 – EMERGENCY MANAGEMENT:**

**530-5010 – WAGES - \$ 48,450**

Director (Includes mileage)

Salary for FY 2023 @ \$2,507.21/mo. = \$30,086.52

Deputy Director/ Special Needs

Salary for FY2023 @ \$510.09/mo. = \$6,121.08

Assistant Director/ Operations Officer

Salary for FY2023 @ \$510.09/mo. = \$6,121.08

Assistant Director /MEDS (Support for local portion of Federal Medical Emergency Distribution System/MEDS program)

Salary for FY2023 @ \$510.09/mo. = \$6,121.08

**530-6005 - TRAINING EXERCISE COSTS - \$1,200**

RIEMA has advised local communities that federal grant monies for training exercises will be competitive on a state basis and most likely on a local basis according to risk and vulnerability. Accordingly, local communities should make budget provisions for their training and exercise programs.

**530-6015 - DUES AND SUBSCRIPTIONS - \$250**

Charlestown EMA is an official voting member of the Southern League (\$100)

And the RI State Association of Emergency Managers (\$150).

**530-6020 – OPERATING SUPPLIES - \$6,000**

Postage	\$ 100	Office Supplies	\$250
Vehicle lighting permits	\$ 30	Task Force Expense	\$380
Verizon Air Card/MiFi Service (\$40 per month x4)	\$2,290	Shelter Manager Pager	\$190
Sprint Phone service (Director, Deputy, MEDS & Comm. Officer)	\$2,760		
		Total	\$6,000

**530-6025- OPERATING SUPPLIES (VEHICLE) - \$2,000**

Line to support 2012 Ford Expedition 4x4, 1993 EMA HMMWV and 2009 Haulmark Trailer but not limited to Fuel, Wiper blades, Lube/Oil/Filters and Tires.

**SUPPLEMENTAL INFORMATION**  
**FY 2022 – 2023**

**530 – EMERGENCY MANAGEMENT (cont'd)**

**530-6040- REPAIRS & MAINTENANCE (VEHICLE) – \$2,500**

Line to support 2012 Ford Expedition 4x4, 1993 EMA HMMWV and 2009 Haulmark Trailer for large scale scheduled service and repair contingency.

**530-6050- PROFESSIONAL DEVELOPMENT & SEMINAR(S) - \$1,000**

Continuing Education related to the Emergency Management Profession	\$500
Charlestown share of regional meeting support	\$500

**530-6060- PRINTING & BINDING - \$400**

Miscellaneous printing costs for copies of state/regional plans and binders for documents.

**530-6065- PURCHASED SERVICES & UNIFORMS - \$1,600**

Uniforms/Shirts-Miscellaneous costs for ID Windbreakers, Jackets, and Polo Shirts for ID and Team-making purposes.	\$400
Static IP Line into EOC (Non-Comingled w/NCIC per Federal Regulations) \$100 per month x 12 months (EM Discount)	<u>\$1,200</u>
	\$1,600

**530-6070- TRAVEL- \$500**

Miscellaneous travel reimbursements for staff (Other than Director) to Seminars, Mandatory Training and Meetings.

**530-6073 – HAZARD MITIGATION PLAN - \$4,000**

On-going support to prepare and update the Hazard Mitigation Plan.

(A current, approved plan is necessary for FEMA Post Disaster Mitigation Project(s) Funding and for Federal Community Rating System/CRS Flood Insurance Points.)

**SUPPLEMENTAL INFORMATION**  
**FY 2022 – 2023**

**530 – EMERGENCY MANAGEMENT (cont'd)**

**530-6075 – TOOLS & EQUIPMENT - \$6,750**

Emergency Operating Center/HRT (Ham Radio) support equipment	\$	500
Charlestown MEDS Team (Alternate Budget Funded)	\$	-
CERT/Community Emergency Response Team support equipment	\$	500
Charlestown Emergency Shelter Team support equipment	\$	750
"Special Needs" required products	\$	500
Supplies (Stored goods, i.e. blankets, etc.)	\$	750
Supplies (Expendable goods, i.e. radio & flashlight batteries)	\$	1,000
Contingency for emergency purchases and equipment	\$	500
Warming/Cooling Center supplies	\$	1,000
<b>Total</b>	<b>\$</b>	<b>5,500</b>

**530-6082 – FIREWISE / COMMUNITY OUTREACH - \$3,500**

NFPA's Firewise USA® program teaches people how to adapt to living with wildfire and encourages neighbors to work together and act now to prevent losses.

Charlestown will be joining the growing network of more than 1,500 recognized Firewise USA® sites from across the nation taking action and ownership in preparing and protecting their homes against the threat of wildfire.

**530-6090- GRANT MATCH FUNDING (for Public Projects) - \$3,000**

Throughout each year, targeted grant opportunities arise from RIEMA, FEMA, DHS and other various sources which require a dollar match of dedicated, non-comingled, taxpayer approved funds that may reduce the purchase total(s) 50/50, 75/25 and sometimes even 90/10 per each town dollar. Non-Supplanting regulations mean these funds can only supplement and never replace a budgeted item.

**Emergency Management TOTAL REQUESTED BUDGET - \$79,900**

**SUPPLEMENTAL INFORMATON**  
**FY2022 - 2023**

**540 - ANIMAL CONTROL - \$116,864**

**540-5005 - SALARY - \$56,581**

2023 Salary - \$51,437

2023 Longevity - \$ 5,144

**540-5010 - WAGES - \$35,208**

Weekend/holiday shelter assistant covers weekends, holidays, and if available, provides coverage in the absence of the ACO (sick, holiday, personal and vacation days). Weekday Assistant is for a part-time shelter worker to provide weekly shelter assistance to allow the ACO to complete other animal control and shelter responsibilities, and neighborhood patrols. An increase in the hourly rate of pay to \$18.00 / hr. for part-time animal control / shelter staff is included in the FY23 proposal.

52 Weekends (Sat. Sun.)	@ 6 Hrs./Day = 12 Hrs. x 52 = 624 Hrs. x \$18.00 = \$11,232
12 Holidays	@ 4 Hrs./Day = 4 Hrs. x 12 = 48 Hrs. x \$18.00 = 864
18 Sick Days	@ 8 Hrs./Day = 8 Hrs. x 18 = 144 Hrs. x \$18.00 = 2,592
4 Personal Days	@ 8 Hrs./Day = 8 Hrs. x 4 = 32 Hrs. x \$18.00 = 576
15 Vacation Days	@ 8 Hrs./Day = 8 Hrs. x 15 = 120 Hrs. x \$18.00 = 2,160
Weekday Assistant	@ 19 Hrs./Wk. = 19 Hrs. x 52 = 988 Hrs. x \$18.00 = <u>17,784</u>

Total                      **\$ 35,208**

**540-5025 - OVERTIME PAY - \$2,575**

To provide coverage for calls coming in after regular hours and provide emergency coverage in case the Police Department is unavailable.

**540-6020 - OPERATING SUPPLIES - \$6,500**

Anything needed to operate the Animal Control Department in a professional, sanitary, and up-to-date manner (e.g., animal feed and supplies, cleaning supplies, printing costs, office supplies, computer, and equipment, professional dues and subscriptions, license tags, traps, cages, advertising, repairs, and uniforms, etc.). This is one of the largest and most used line item, therefore, maintaining this level of funding is a reasonable request.

**SUPPLEMENTAL INFORMATION**  
**FY2022 - 2023**

**540 - ANIMAL CONTROL: (Cont'd)**

**540-6040 - MAINTENANCE & REPAIRS - \$4,500**

Anything necessary to maintain the structure and upkeep of the shelter and to keep things in a proper working order including the replacement and maintenance of such items (e.g., kennels, kennel parts, stall fronts, dividers, chain link covers, fencing, cages, painting, appliances, windows, window cleaning, doors, lighting, locks, flooring, floor maintenance, septic system, heating, and cooling systems, drains, etc.).

**540-6050 - PROFESSIONAL DEVELOPMENT - \$700**

This account is for personnel and volunteers to attend training and seminars (e.g., national/regional animal control association conferences) to keep current with newest training procedures, laws, and regulations pertaining to state licensed facilities. This includes dog training classes, membership fees, publications, registration fees, and travel expenses (meals, lodging). Attending these training seminars and conferences is an excellent opportunity to learn about new approaches and programs nationally and from around New England, to network with animal control officers and animal professionals, to provide training, and to attend educational sessions on a variety of subjects from leading industry speakers.

**540-6055 - PROFESSIONAL SERVICES - \$10,000**

Pays for emergency care and routine treatment of animals (e.g., veterinarian fees for animals struck by cars or for those that arrive at the shelter sick or injured). Emergency care often requires the use of a 24-hour emergency hospital. Other fees include euthanasia and disposal costs, FELV/FIV and heartworm testing and medical treatments, medications, etc. Also used to assist with the Spay/Neuter Program, behavioral assessments, and training. This is a reasonable request since this line item includes fees for veterinarian services which are increasing each year. The budgeted amount is just keeping up with annual expenses and will vary from year to year depending on the number of emergency fees and types of services needed.

**540-6075 - TOOLS & EQUIPMENT - \$800**

Anything needed to maintain or upgrade necessary equipment to provide proper handling and restraint of animals (e.g., catch poles, traps, cages, carriers, kennel beds, gloves, etc.).

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**Animal Control TOTAL REQUESTED BUDGET \$116,864**

**TOWN OF CHARLESTOWN**  
**Fiscal Year 2022-2023**  
**EXPENDITURE DETAIL**

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved	FY2022 Amended Budget	FY2022 Actual as of Dec 31, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
01.560.5005.000	EXPENDITURE	Public Assistance Stipend	\$1,000	\$1,000	\$1,020	\$1,020	\$924	\$1,051	\$1,051	\$1,051	\$1,051
01.560.6096.000	EXPENDITURE	Client Assistance Expense	\$4,953.90	\$1,459.32	\$6,000	\$6,000	\$1,125	\$6,000	\$6,000	\$5,000	\$5,000
			\$5,954	\$2,459	\$7,020	\$7,020	\$2,049	\$7,051	\$7,051	\$6,051	\$6,051
01.570.5010.000	EXPENDITURE	Municipal Court Administrative Wages	\$2,000	\$2,000	\$2,040	\$2,040	\$1,077	\$2,101	\$2,101	\$2,101	\$2,101
01.570.6020.000	EXPENDITURE	Operating Supplies	\$17	\$0	\$100	\$100	\$0	\$100	\$100	\$100	\$100
01.570.6095.000	EXPENDITURE	Municipal Court Judge Stipend	\$7,300	\$7,446	\$7,446	\$7,446	\$3,723	\$7,669	\$7,669	\$7,669	\$7,669
			\$9,317	\$9,446	\$9,586	\$9,586	\$4,800	\$9,871	\$9,871	\$9,870	\$9,870
01.610.5005.000	EXPENDITURE	DPW Administrator Salary	\$98,061	\$100,023	\$100,023	\$103,023	\$55,474	\$106,114	\$106,114	\$106,114	\$106,114
01.610.5005.002	EXPENDITURE	DPW Administrator Longevity	\$9,806	\$10,002	\$10,002	\$10,302	\$5,547	\$10,611	\$10,611	\$10,611	\$10,611
01.610.5010.000	EXPENDITURE	DPW Secretary Wages	\$44,398	\$47,019	\$48,711	\$49,807	\$26,819	\$50,928	\$50,928	\$50,928	\$50,928
01.610.5010.002	EXPENDITURE	DPW Secretary Longevity	\$2,886	\$3,291	\$3,653	\$3,736	\$2,011	\$4,075	\$4,075	\$4,075	\$4,075
01.610.5025.000	EXPENDITURE	DPW Overtime Wages	\$0	\$0	\$500	\$500	\$0	\$500	\$500	\$500	\$500
01.610.6015.000	EXPENDITURE	Dues & Subscriptions	\$1,212	\$1,234	\$1,500	\$1,500	\$180	\$1,500	\$1,500	\$1,500	\$1,500
01.610.6020.000	EXPENDITURE	Operating Supplies	\$769	\$607	\$1,000	\$1,000	\$465	\$1,000	\$1,000	\$1,000	\$1,000
01.610.6050.000	EXPENDITURE	Professional Development	\$0	\$136	\$500	\$500	\$770	\$500	\$500	\$500	\$500
01.610.6055.000	EXPENDITURE	Professional Service	\$2,401	\$3,914	\$4,000	\$4,000	\$1,920	\$4,000	\$4,000	\$4,000	\$4,000
01.610.6065.000	EXPENDITURE	Purchased Services	\$7,360	\$7,170	\$11,000	\$11,000	\$2,454	\$11,000	\$11,000	\$10,000	\$10,000
			\$166,892	\$173,396	\$180,889	\$185,368	\$95,640	\$190,228	\$190,228	\$189,228	\$189,228
01.620.5010.000	EXPENDITURE	DPW Wages	\$389,106	\$406,159	\$406,675	\$410,041	\$225,463	\$432,643	\$432,643	\$432,643	\$432,643
01.620.5010.005	EXPENDITURE	DPW Employee Longevity	\$33,562.26	\$34,996.67	\$35,167	\$36,488	\$17,224	\$39,088	\$39,088	\$39,088	\$39,088
01.620.5025.000	EXPENDITURE	DPW Overtime Wages	\$12,607.73	\$42,826.02	\$50,000	\$50,000	\$19,962	\$53,000	\$53,000	\$50,000	\$50,000
01.620.6020.000	EXPENDITURE	Operating Supplies	\$51,288.65	\$71,021.21	\$55,429	\$55,429	\$32,111	\$71,000	\$71,000	\$61,000	\$61,000
01.620.6040.000	EXPENDITURE	Maintenance & Repairs	\$104,063	\$73,316	\$108,870	\$108,870	\$57,477	\$108,870	\$108,870	\$108,870	\$108,870
01.620.6045.000	EXPENDITURE	Maintenance Supplies	\$73,147	\$86,680	\$120,000	\$120,000	\$18,838	\$150,000	\$150,000	\$120,000	\$120,000
01.620.6065.000	EXPENDITURE	Purchased Services-Trails & Fields Maint.	\$0	\$11,523	\$19,080	\$19,080	\$6,093	\$19,080	\$19,080	\$19,080	\$19,080
01.620.6075.000	EXPENDITURE	Tools/Equipment	\$2,242.82	\$3,960.79	\$5,000	\$5,000	\$5,283	\$5,500	\$5,500	\$5,000	\$5,000
01.620.6160.000	EXPENDITURE	Road Sealing & Striping	\$275,661.01	\$309,581.15	\$355,016	\$355,016	\$53,109	\$355,016	\$355,016	\$355,016	\$355,016
01.620.6170.000	EXPENDITURE	Rentals	\$12,114.60	\$1,350.00	\$6,180	\$6,180	\$4,600	\$6,180	\$6,180	\$6,180	\$6,180
01.620.6190.000	EXPENDITURE	Street Lighting	\$6,813.96	\$6,813.96	\$7,500	\$7,500	\$6,814	\$7,500	\$7,500	\$7,500	\$7,500
			\$960,607	\$1,048,228	\$1,168,917	\$1,173,605	\$446,973	\$1,247,877	\$1,247,877	\$1,204,377	\$1,204,377

**SUPPLEMENTAL INFORMATION**  
**FY2022 – 2023**

**560 – PUBLIC & CLIENT ASSISTANCE:**

**560-5010 – SALARY: \$1,051**

Salary to disburse the funds.

**560-6096 –CLIENT ASSISTANCE EXPENSES \$5,000**

Funds shall be disbursed to meet (but are not limited to) the following needs:

Food, clothing, prescription and medical assistance, utility assistance, housing shelter assistance, transportation assistance.

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**Public Assistance TOTAL REQUESTED BUDGET \$6,051**

**SUPPLEMENTAL INFORMATION**  
**FY2021 – 2022**

**570 – MUNICIPAL COURT:**

**570-5010 – SALARY - \$2,101**

Salary for the Municipal Court Clerk

**570-6020 – OPERATING SUPPLIES: \$100**

Office and other supplies.

**570-6095 –MUNICIPAL COURT JUDGE STIPEND: \$7,669**

Municipal Court Judge will receive \$1,917.25 per quarter (12 sessions).

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**Municipal Court TOTAL REQUESTED BUDGET \$9,870**

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**610 - DPW ADMINISTRATION:**

**610-5005 – SALARY - \$116,725**

2023 Salary - \$106,114

2023 Longevity - \$ 10,611

**610-5010 - WAGES - \$55,003**

2023 Salary - \$ 50,928

2023 Longevity - \$ 4,075

Administrative Assistant position funded at 37.5 hours/week per Teamster's Local 251 Collective Bargaining Agreement.

Position reflects expanded responsibilities and includes potential use, in a limited role, providing clerical support for other DPW divisions.

Longevity based on sixteen years seniority.

**610-5025 –OVERTIME WAGES - \$500**

Per the union contract. Overtime wages paid at time and one half.

**610-6015 - DUES & SUBSCRIPTIONS - \$1,500**

Covers costs to obtain professional licenses and training, literature, etc. for all DPW division employees per collective bargaining agreement.

**610-6020 - OPERATING SUPPLIES - \$1,000**

Provides basic office supplies, printer supplies and specialized drawing supplies.

**610-6050 – PROFESSIONAL DEVELOPMENT - \$500**

Advanced computer educational seminars to include DPW Director and Administrative Assistant. State sponsored DPW seminars and Driver Safety classes for driver/laborer positions.

**610-6055 - PROFESSIONAL SERVICES - \$4,000**

Provides funds for special and expanded emergency engineering studies, property line disputes, Town Council projects, etc.

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**610 - DPW ADMINISTRATION (Cont'd):**

**610-6065 – PURCHASED SERVICES - \$10,000**

Reflects costs to provide twelve (12) public works employees uniforms and protective clothing, per collective bargaining agreement, plus costs for limited rug cleaning, extermination, and phased air duct cleaning to remove mold spores and allergens. Includes cost to provide cell phone to DPW foreman and CRCC foreman and periodic drug testing for DPW drivers as required by the State of RI and the Federal Motor Carriers Safety Administration (FMCSA).

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**DPW Administration TOTAL REQUESTED BUDGET \$189,228**

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**620 - HIGHWAY & ROADS:**

**620-5010 - WAGES- \$471,731**

\*Wage rates and yearly totals shown at the levels based on the Teamster's Local 251 Collective Bargaining Agreement.

	2022-2023	
	Wage	Longevity Amount
Foreman	\$62,304.00	\$6,230.00
Foreman II	\$57,153.00	\$5,715.29
Driver/Laborers:		
	\$52,198.00	\$5,219.76
	\$52,198.00	\$5,219.76
	\$52,198.00	\$5,219.76
	\$52,198.00	\$4,175.81
	\$52,198.00	\$5,219.76
	\$52,198.00	\$2,087.90
DPW Driver/Laborer	\$313,188.00	\$27,142.75
Department Total	\$432,645.00	\$39,088.04

**620-5025 -OVERTIME - \$ 50,000**

The total is calculated with assumption of 108 hours per employee per year. This budget more accurately reflects costs, as employees are shifted from the CRCC labor pool to work storms, providing faster and more complete service. Although this relates primarily to snowstorms, it also covers hurricane/natural disaster response and weekend absenteeism at the CRCC. While this budgeted amount will not cover all costs related to a difficult winter season or numerous heavy storms, the "average" is budgeted as follows:

108 hours per year per man x \$28.11 avg wage x 1.5 (time and one-half) x 11 men (9 DPW, 2 CRCC) = \$50,000

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**620 - HIGHWAY & ROADS (cont'd):**

**620-6020 - OPERATING SUPPLIES - \$61,000**

Increases primarily due to rises in petroleum and shipping costs. Budgeted to provide diesel fuel, oil, gasoline, filters, tires and associated items:

1,400 gallons gas (117 gal/mth) @ \$4.00 per gal	\$5,600.00
9,400 gallons diesel @ \$4.00 per gal including fed taxes	\$37,600.00
275 gallons motor oil ( 5 - 55 gallon drums @ \$735/drum)	\$3,675.00
100 gallons anti-freeze @ \$12.06 each	\$1,206.00
5 cases chassis grease @ \$93.45/case	\$467.25
10 truck tires, tubes and repairs @ \$420/each average	\$4,200.00
4 loader, backhoe, or tractor tires@ \$1050/each average	\$4,200.00
Filters, grease guns, oxygen aceteleyne, miscellaneous	\$3,052.00
5 (55 gal ea) Oil drums/Urea	\$1,000.00

**620-6040 - MAINTENANCE & REPAIRS - \$108,870**

This covers the projected costs for heavy equipment maintenance and repairs.

**620-6045 - MAINTENANCE SUPPLIES - \$120,000**

Cost of supplies for summer and winter highway maintenance reflects materials cost increases per 2021 bid.

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**620 - HIGHWAY & ROADS (cont'd):**

Items	Quantity	Unit of Measure	Actual Nov-21	Projected Nov 22	Projected Total	
Sand	2150	tons	\$21.05	\$22.10	\$47,515.00	Nov-21
Salt	450	tons	\$68.42	\$71.84	\$32,328.00	Nov-21
Gravel	280	tons	\$16.56	\$17.38	\$4,866.40	Nov-21
Loam	40	tons	\$21.90	\$22.99	\$919.60	Nov-21
Bituminous Mix (cold)	180	tons	\$137.16	\$144.01	\$25,921.80	Nov-21
Drain tile	1	units	\$2,060.00	\$2,121.80	\$2,121.80	Nov-21
Stone	70	tons	\$20.78	\$21.81	\$1,526.70	Nov-21
Street signs	23	each	\$75.00	\$78.75	\$1,811.25	Nov-21
20 Culvert pipes, 2 basins, 2 grates and cover					\$2,989.45	Nov-21

**620-6065 – PURCHASED SERVICES – TRAILS & FIELD MAINTENANCE - \$19,080**

**620-6075 - TOOLS & EQUIPMENT - \$5,000**

Provides funds for shovels, chain saws, rakes, gloves, safety cones, barricades, personal safety equipment, etc.

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**620 - HIGHWAY & ROADS (cont'd):**

**620-6160 - ROAD SEALING - (CONTRACT OPTION) - \$326,016 (WITH STRIPING AND CRACK SEALING) - \$355,016**

This account is comprised of three components and is designed to prepare and stone/seal nine miles of road per year, thereby completely sealing all non-original bituminous highways in a seven-year schedule. Projected costs for 1 mile of patch and stone seal coat 24' wide (14,080 sq. yards). **THIS PROCEDURE REQUIRES THE FULL HIGHWAY DEPARTMENT STAFF AND WILL ONLY BE USED AS TOWN EMPLOYEE AND EQUIPMENT RESOURCES ARE AVAILABLE. IN OTHER CASES, THE LOWEST RESPONSIBLE, CONTRACTUAL BIDDER WILL PROVIDE THIS SERVICE.**

2022-2023	Projected cost for nine miles of contracted sealing for 2022-2023 with Town hot patch per mile	\$34,500
	14,080 sq yds @ \$2.45/sq yd + \$1,724 (patch)	<u>\$1,724</u>
		\$36,224
		(miles of road)
		<u>X 9</u>
2021-2022	Total cost for contracted sealing/ maintenance and restoration	\$326,016

Stone seal: \$326,016 / Pavement Marking: \$18,000 / Crack-sealing: \$10,000 = \$354,016 + 1,000 (swale maintenance) = \$355,016

NOTE: Eighteen linear-miles of Town road, including eight linear-miles of white sideline are typically applied annually as part of a regional road striping bid. Historically the annual cost for this work is \$18,000, which is included in the road sealing budget line. Hot rubberized asphalt crack sealing, which protects hot-mix asphalt pavement, is projected at an additional expenditure of \$10,000.  
Drainage swale sediment and removal maintenance: \$1,000

**620-6170 – RENTALS AND CONTRACT SERVICE - \$6,180**

Provides funds for Town Road grading and materials at \$1,000 x 2 and contracted ledge blasting, concrete cutting etc.

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**620 - HIGHWAY & ROADS (cont'd):**

**620-6190 - STREET LIGHTING - \$7500**

Provides for annual maintenance of Town-owned streetlights.

Street Lighting Inventory:

26	1,000	Lumen Incandescent
78	4,000	Lumen Mercury Vapor
11	8,000	Lumen Mercury Vapor
2	5,800	Lumen Sodium Vapor
2	9,600	Lumen Sodium Vapor
2	50,000	Lumen Sodium Vapor
2	10,000	Lumen Sodium Vapor
2	27,000	Lumen Sodium Vapor
144	4,000	Lumen Sodium Vapor

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**Highway & Roads TOTAL REQUESTED BUDGET - \$1,204,377**

**TOWN OF CHARLESTOWN**  
**Fiscal Year 2022-2023**  
**EXPENDITURE DETAIL**

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved	FY2022 Amended Budget	FY2022 Actual as of Dec 31, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
01.630.5010.000	EXPENDITURE	Building & Grounds Wages	\$122,470	\$127,646	\$129,509	\$134,194	\$72,552	\$87,401	\$87,401	\$87,401	\$87,401
01.630.5010.002	EXPENDITURE	Buildings & Grounds Longevity	\$6,948	\$7,026	\$7,191	\$8,682	\$4,675	\$7,726	\$7,726	\$7,726	\$7,726
01.630.5015.000	EXPENDITURE	Building & Grounds Seasonal Wages	\$11,198	\$13,776	\$16,500	\$16,500	\$15,805	\$23,040	\$23,040	\$23,040	\$23,040
01.630.5025.000	EXPENDITURE	Building & Grounds Overtime Wages	\$2,176	\$4,406	\$7,750	\$7,750	\$2,887	\$8,215	\$8,215	\$7,750	\$7,750
01.630.6040.000	EXPENDITURE	Maintenance & Repairs	\$39,703	\$37,197	\$35,000	\$35,000	\$20,113	\$37,500	\$37,500	\$37,500	\$37,500
01.630.6045.000	EXPENDITURE	Maintenance Supplies	\$13,879	\$9,360	\$15,450	\$15,450	\$6,448	\$15,450	\$15,450	\$15,450	\$15,450
01.630.6060.000	EXPENDITURE	DPW Tree Removal (Used to be EMA)	\$0	\$0	\$30,000	\$30,000	\$20,379	\$35,000	\$35,000	\$30,000	\$30,000
01.630.6065.000	EXPENDITURE	Purchased Services	\$32,263	\$38,094	\$40,613	\$40,613	\$16,634	\$42,613	\$42,613	\$40,000	\$40,000
01.630.6165.000	EXPENDITURE	Repair & Maintenance -Facility	\$11,018	\$13,429	\$15,800	\$15,800	\$4,076	\$15,800	\$15,800	\$15,800	\$15,800
01.630.6195.000	EXPENDITURE	Utilities	\$75,300	\$89,341	\$90,000	\$90,000	\$35,769	\$103,619	\$95,000	\$104,000	\$104,000
			<b>\$314,956</b>	<b>\$340,276</b>	<b>\$387,813</b>	<b>\$393,989</b>	<b>\$199,338</b>	<b>\$376,364</b>	<b>\$367,745</b>	<b>\$368,667</b>	<b>\$368,667</b>
01.640.6001.000	EXPENDITURE	Monitoring Closed Landfill	\$7,915	\$7,915	\$10,000	\$10,000	\$10,472	\$12,792	\$12,000	\$12,792	\$12,792
01.660.5005.000	EXPENDITURE	Wastewater Salary	\$76,696	\$82,315	\$82,315	\$84,784	\$45,653	\$87,328	\$87,328	\$87,328	\$87,328
01.660.5005.002	EXPENDITURE	Wastewater Longevity	\$4,097	\$5,351	\$5,762	\$5,762	\$3,324	\$7,046	\$7,046	\$7,046	\$7,046
01.660.5010.000	EXPENDITURE	Wastewater Wages	\$22,235	\$24,032	\$24,355	\$24,903	\$13,388	\$25,464	\$25,464	\$25,464	\$25,464
01.660.5010.002	EXPENDITURE	Wastewater Longevity	\$555	\$588	\$731	\$996	\$529	\$1,146	\$1,146	\$1,146	\$1,146
01.660.5018.000	EXPENDITURE	Wastewater Intern	\$0	\$0	\$0	\$0	\$0	\$6,000	\$6,000	\$6,000	\$6,000
01.660.6015.000	EXPENDITURE	Dues & Subscriptions	\$1,188	\$1,188	\$1,248	\$1,248	\$394	\$1,248	\$1,248	\$1,248	\$1,248
01.660.6020.000	EXPENDITURE	Operating Supplies	\$2,325	\$3,382	\$2,500	\$2,500	\$594	\$4,847	\$4,847	\$2,500	\$2,500
01.660.6050.000	EXPENDITURE	Professional Development	\$2,820	\$790	\$3,400	\$3,400	\$118	\$2,500	\$2,500	\$2,500	\$2,500
01.660.6055.000	EXPENDITURE	Professional Services	\$650	\$12,935	\$7,500	\$7,500	\$751	\$7,500	\$7,500	\$7,500	\$7,500
01.660.6065.000	EXPENDITURE	Purchased Services	\$11	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			<b>\$110,577</b>	<b>\$130,580</b>	<b>\$127,811</b>	<b>\$131,094</b>	<b>\$64,752</b>	<b>\$143,079</b>	<b>\$143,079</b>	<b>\$140,732</b>	<b>\$140,732</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**630 – BUILDINGS & GROUNDS:**

**630-5010 - WAGES - \$95,127**

\*Wage rates and yearly totals shown at the levels based on the anticipated Teamster's Local 251 Collective Bargaining Agreement  
Provides a maintenance person for carpentry, painting, detailed cleaning, maintenance and improvements to Town Hall, Blue Shutters Beach Pavilion, Charlestown Beach Pavilion, Office Shed, Ninigret Park Gatehouse, Ninigret Summer Office, Ninigret Tennis Bathroom, Ninigret Pond Bathroom, Two Storage Garages, and Two Roofed Picnic Shelters.

	2022-2023			
	Wage	Longevity Amount	Longevity Years	Total
Landfill Foreman (50% B&G, 50% CRCC)	31,151	3,115	44	\$ 34,266
Landfill Laborer (20% B&G, 80% CRCC)	10,138			10,138
Custodian	46,112	4,611	33	50,723
	87,401	7,726		\$ 95,127

**630-5015 – PART TIME FACILITIES MAINTENANCE WAGES – (Shared with Parks and Recreation) – \$23,040**

This provides for seasonal workers for the summer season. Employment would be from June 1 through September 15, (18 weeks), thirty-two (32) hours per week at \$20.00/hour for two employees.

**630-5025 - OVERTIME - \$7,750**

Provides special or emergency janitorial services and vacation replacements at the contracted wage scale for the present custodian.

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**630 – BUILDINGS & GROUNDS (cont'd):**

**630-6040 – MAINTENANCE & REPAIRS - \$37,500**

Covers costs to purchase and repair cleaning equipment, licensed, professional plumbers, licensed electricians, professional repair of overhead doors (10), HVAC repairs and municipal building maintenance. Proposed funding reflects increase to clean HVAC ductwork at Town Hall (4 zones) in alternating years (\$2,000). Also includes \$500 to pay for mowing and maintenance of historical cemeteries. This also includes \$1,000 for miscellaneous services at Ninigret Park.

**630-6045 - MAINTENANCE SUPPLIES - \$15,450**

Provides restroom supplies, towels, light bulbs, cleaning, and disinfectant supplies for Town Hall and DPW.

**630-6060 – DPW TREE REMOVAL – \$30,000**

Provides DPW necessary funds to remove diseased and dying trees on municipal property or road RIGHTS OF WAY (ROW)

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**630 – BUILDINGS & GROUNDS (cont'd):**

**630-6065 - PURCHASED SERVICES - \$40,000**

Provides funds to cover costs for extermination, water tests, dumpsters, etc.

Inspect/Pump Septic Tanks (14 @ 250.00 each)	\$4,680
Professional carpet cleaning	\$450
Professional extermination service contract	\$600
Fire extinguisher service	\$820
Security protection, alarm system monitoring and inspection	\$1,600
Fuel tank and piping tightness tests	\$1,000
Radon testing - State mandated	\$800
State mandated drinking water tests & water system contract	\$9,800
RI Water Licenses	\$1,800
Landscaping details (trees and shrubs)	\$250
Restroom and trash pickup for Ninigret and beaches	\$9,000
Incidental medical supplies for DPW, Town Hall, and vehicle first aid kits	\$300
Inspection of Fire suppression system at the DPW fueling depot	\$250
Burner Cleaning for Town Hall, Senior Center, and Gate House	\$1,250
AED Service at Town Hall – Annual Contract	\$600
MS 4 Stormwater Engineering Services	\$3,400
Automatic Door Systems Annual Service for Town Hall and Senior Center	\$400
Generator Service Annual Contract	\$2,000

**630-6165 - REPAIRS & MAINTENANCE - FACILITIES - \$15,800**

Costs anticipated for repairs associated with all continuing Park & Recreation maintenance responsibilities, as well as the opening of all facilities for seasonal use. Recommend increased funding to cover additional Grounds Maintenance Equipment, and Equipment Repair, as Town properties, which require maintenance, multiply and expectation for regular maintenance increases accordingly.

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**630 – BUILDINGS & GROUNDS (cont'd):**

**630-6195 - UTILITIES - \$104,000**

Covers costs of gas, electricity and heat for all municipal buildings, parks, beaches, CRCC and dog pound.

No. 2 fuel - 11,052 gallons @ 4.00/ gallon	\$44,208
Propane gas - 1,370 gallons @ 3.20/ gallon	\$4,384
Narragansett Electric (expected cost reduction)	<u>\$55,408</u>
	\$104,000

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**Buildings and Grounds TOTAL REQUESTED BUDGET - \$368,667**

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**640 – CRCC MANDATED MONITORING:**

**640-6001 – CRCC MANDATED MONITORING FOR 30 YEARS (FUNDED BY GENERAL FUND) \$12,792**

Mandated CRCC monitoring required by the State after landfill closing in 2000. Additional funds requested this fiscal year to cover newly mandated semi- annual PFAS analysis and monitoring.

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**CRCC Mandated Monitoring TOTAL REQUESTED BUDGET \$12,792**

**SUPPLEMENT INFORMATION**  
**FY 2022-2023**

**660- WASTEWATER MANAGEMENT:**

**660-5005 – SALARY - \$94,374**

Salary-	\$ 87,328	CPMA Grade 5D
Longevity -	\$ 7,046	15 years employment – 8%

**660-5010 – WAGES – \$26,610**

Secretarial staff position funded in accordance with Teamsters Local Union No.251 Collective Bargaining Agreement.

Salary \$25,464

Longevity \$1,146

**660-5018-GIS INTERN – \$6,000**

\*\*\* Previously there was another 6,000 budgeted on this line for Wastewater Department intern.

**660-6015 – DUES & SUBSCRIPTIONS - \$1,248**

Carmody RIWIS Users Agreement \$99/month (\$1,188). National On-site Wastewater Recycling Association Regulator Membership \$60

**660-6020 – OPERATING SUPPLIES - \$2,500**

Field OWTS sampling and monitoring and lab equipment – Implement lower cost N-reducing system sampling procedure in an effort to achieve ordinance compliance and save property owners sampling costs. Equipment also necessary for surface water sampling under MS4 permit. Basic office supplies including labels, highlighters, misc. consumables such as binders, mailing tape, paper, pens, pencils, cartridges and other miscellaneous supplies unique to operation of the department and associated printing costs. Expenses attributed to community engagement as OWTS notifications are sent.

Printer/Toner	\$ 400
General Administrative Office supplies	\$ 450
Required Forms and Public Outreach Materials	\$ 300
Letterhead and cardstock	\$ 200
<b>Wastewater/Stormwater Field Sampling Equipment</b> , Photometer reagents, OWTS Sampling laboratory and safety supplies, reference materials, other tools, gloves and personal protective equipment, YSI probe maintenance.	\$ 1,150
<b>Total</b>	<b>\$ 2,500</b>

**SUPPLEMENT INFORMATION**  
**FY 2022-2023**

**660-6050 PROFESSIONAL DEVELOPMENT - \$2,500**

5 Seminars for WW Manager (required for licensing continuing ed) and/or Wastewater Management Commissioners at the New England On-Site Wastewater Training Facility at URI, @ \$200 each	\$ 1,000
2021 Non-Point Source/National Onsite Wastewater Recycling Association Annual Conference	\$ 1,500
Total	\$ 2,500

**660-6055 PROFESSIONAL SERVICES - \$7,500**

Provides funds for special and engineering technical assistance and data collection regarding septic and water associated public health related issues.

Nutrient concentrations in our watersheds are of considerable concern and the flux of nutrients from the groundwater system is a critical component in understanding and managing those inputs. Obtain access for the sampling of 30 private wells and conduct laboratory analysis of major cations and anions and bacteria. (\$230/sample)	\$ 6,900
Stormwater Sampling: Required sampling under State MS4 Permit for nutrients and bacteria in surface water flows into the Allen's Cove of Green Hill Pond includes sampling analysis of nitrate, ammonium, phosphorus, fecal coliform, e coli, and field sampling for temperature, specific conductivity, pH, resistivity. Sampling May through October \$600. Budget for July through October 2022 and May and June 2023	\$ 600
<b>Total</b>	<b>\$ 7,500</b>

**660-6065 PURCHASED SERVICES - \$0**

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**WASTEWATER DEPARTMENT TOTAL REQUESTED BUDGET \$140,732**

## TOWN OF CHARLESTOWN

Fiscal Year 2022-2023

## EXPENDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved	FY2022 Amended Budget	FY2022 Actual as of Dec 31, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
01.720.7205.000	EXPENDITURE	South County Home Health	\$2,000	\$2,000	\$2,000	\$2,000	\$1,000	\$2,000	\$2,000	\$2,000	\$2,000
01.720.7210.000	EXPENDITURE	Gateway Healthcare, Inc.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.720.7215.000	EXPENDITURE	Wood River Health	\$5,000	\$5,000	\$5,000	\$5,000	\$2,500	\$10,000	\$10,000	\$5,000	\$5,000
01.720.7245.000	EXPENDITURE	Thundermist Hlth Ctr So County	\$3,500	\$3,500	\$3,500	\$3,500	\$1,750	\$3,500	\$3,500	\$3,500	\$3,500
01.720.7250.000	EXPENDITURE	The Samaritans	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
01.720.7260.000	EXPENDITURE	WARM Shelter	\$1,000	\$1,000	\$1,000	\$1,000	\$500	\$0	\$0	\$1,000	\$1,000
01.720.7270.000	EXPENDITURE	Southern RI Volunteers	\$1,500	\$1,500	\$1,500	\$1,500	\$750	\$2,000	\$2,000	\$2,000	\$2,000
01.720.7300.000	EXPENDITURE	RI CAN	\$4,500	\$4,500	\$4,500	\$4,500	\$2,250	\$0	\$4,500	\$4,500	\$4,500
01.720.7322.000	EXPENDITURE	WA County Coalition Children	\$1,000	\$1,000	\$1,000	\$1,000	\$500	\$1,000	\$1,000	\$1,000	\$1,000
01.720.7332.000	EXPENDITURE	Neighbors helping Neighbors	\$2,000	\$2,000	\$2,000	\$2,000	\$1,000	\$2,500	\$2,500	\$2,500	\$2,500
01.720.7341.000	EXPENDITURE	Community 2000 Education Foundation	\$1,900	\$2,000	\$2,000	\$2,000	\$1,000	\$0	\$0	\$0	\$0
01.720.7342.000	EXPENDITURE	Wildlife Rehabilitators of Rhode Island	\$1,500	\$1,500	\$1,500	\$1,500	\$750	\$3,990	\$3,990	\$1,500	\$1,500
01.720.7335.000	EXPENDITURE	VFW	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000
			\$24,400	\$24,500	\$24,500	\$24,500	\$12,500	\$25,490	\$29,990	\$24,500	\$24,500
01.730.7306.000	EXPENDITURE	Chariho Little League	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.730.7309.000	EXPENDITURE	Memorial Day Parade	\$0	\$600	\$500	\$500	\$0	\$600	\$600	\$500	\$500
01.730.7310.000	EXPENDITURE	Charlestown Ambulance	\$189,000	\$268,000	\$324,800	\$324,800	\$162,400	\$350,000	\$350,000	\$324,800	\$324,800
01.730.7311.000	EXPENDITURE	Charlestown Memorial Parade	\$2,000	\$600	\$10,000	\$10,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000
01.730.7320.000	EXPENDITURE	Chamber Of Commerce	\$11,000	\$13,500	\$15,500	\$15,500	\$1,800	\$15,500	\$15,500	\$15,500	\$15,500
01.730.7330.000	EXPENDITURE	Cross Mills Library	\$245,681	\$253,051	\$260,643	\$260,643	\$130,322	\$268,462	\$268,462	\$268,462	\$268,462
01.730.7331.000	EXPENDITURE	Charlestown Historical Society	\$5,000	\$5,000	\$5,000	\$5,000	\$0	\$5,000	\$5,000	\$5,000	\$5,000
01.730.7336.000	EXPENDITURE	Naval Airfield Memorial	\$1,000	\$1,250	\$1,250	\$1,250	\$1,250	\$0	\$0	\$1,250	\$1,250
01.730.7338.000	EXPENDITURE	Dunn's Corner Fire District	\$0	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.730.7325.000	EXPENDITURE	Salt Pond Coalition	\$0	\$0	\$0	\$0	\$0	\$4,200	\$4,200	\$4,200	\$4,200
			\$454,681	\$544,501	\$617,693	\$617,693	\$295,772	\$653,762	\$653,762	\$629,712	\$629,712
01.740.5020.000	EXPENDITURE	Conservation Commission	\$272	\$294	\$4,600	\$4,600	\$223	\$4,600	\$4,600	\$2,500	\$2,500
01.740.5040.000	EXPENDITURE	Senior Citizens Commission	\$0	\$0	\$100	\$100	\$0	\$100	\$100	\$100	\$100
01.740.5050.000	EXPENDITURE	Planning Commission	\$5,287	\$16,697	\$8,200	\$8,200	\$7,482	\$8,200	\$8,200	\$15,000	\$15,000
01.740.5060.000	EXPENDITURE	Zoning Board	\$10,146	\$10,465	\$8,200	\$8,200	\$5,021	\$8,200	\$8,200	\$8,200	\$8,200
01.740.5065.000	EXPENDITURE	Affordable Housing Comm	\$0	\$0	\$100	\$100	\$0	\$100	\$100	\$100	\$100
01.740.5075.000	EXPENDITURE	Economic Improvement Comm	\$2,495	\$0	\$2,500	\$2,500	\$500	\$2,500	\$2,500	\$2,500	\$2,500
01.740.5076.000	EXPENDITURE	Charter Review Commission	\$0	\$232	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.740.5085.000	EXPENDITURE	Mosquito Abatement Council	\$6,836	\$7,000	\$7,500	\$7,500	\$0	\$7,500	\$7,500	\$7,500	\$7,500
			\$25,035	\$34,688	\$31,200	\$31,200	\$13,226	\$31,200	\$31,200	\$35,900	\$35,900
01.780.7880.000	EXPENDITURE	Chariho Regional School District	\$13,329,321	\$13,321,706	\$13,509,358	\$13,509,358	\$7,431,147	\$13,982,921	\$13,982,921	\$13,879,020	\$13,879,020

Line item #	Agency	21/22 Requested	21/22 Funded	22/23 TA recommended	22/23 Budget Commission	22/23 TC Funded
<b>720-</b>	<b>#720 OUTSIDE AGENCIES</b>					
7205	South County Home Health (formally VNS Home Health Services)	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
7215	Wood River Health Services	\$ 10,000	\$ 5,000	\$ 10,000	\$ 5,000	\$ -
7245	Thundermist Health Center (admin. office)	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ -
7250	The Samaritans	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
7260	W.A.R.M.	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -
7270	Southern RI Volunteers (formally Seniors Helping Others)	\$ 4,500	\$ 1,500	\$ 2,000	\$ 2,000	\$ -
7300	R.I. CAN (formerly St. Mary's/St. James Community Food Pantry)	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ -
7322	Washington County Coalition for Children	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
7332	Neighbors Helping Neighbors RI (NHNRI)	\$ 2,000	\$ 2,000	\$ 2,500	\$ 2,500	\$ -
7335	Veterans of Foreign Wars - VFW	\$ -	\$ -	\$ -	\$ 1,000	\$ -
7341	Community 2000 Education Foundation	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ -
7342	Wildlife Rehabilitators of Rhode Island	\$ 2,900	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
	OUTSIDE AGENCIES SUB-TOTAL TO DATE	\$ 33,900	\$ 24,500	\$ 29,500	\$ 24,500	\$ -

Line item #	Agency	21/22 Requested	21/22 Funded	22/23 TA recommended	22/23 Budget Commission	22/23 TC Funded
<b>730-</b>	<b>#730 LOCAL AGENCIES</b>					
7306	Chariho Little League	\$ -	\$ -	\$ -	\$ -	\$ -
7309	Memorial Day Parade (Carolina - Amer. Legion)	\$ 500	\$ 500	\$ 600	\$ 500	\$ -
7310	Charlestown Ambulance Rescue Service, Inc.	\$ 324,800	\$ 324,800	\$ 350,000	\$ 324,800	\$ -
7311	Charlestown Memorial Day Parade Committee	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
7320	Charlestown Chamber of Commerce	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ -
7325	Salt Pond Coalition	\$ -	\$ -	\$ 4,200	\$ 4,200	\$ -
7330	Cross Mills Public Library	\$ 260,643	\$ 260,643	\$ 268,462	\$ 268,462	\$ -
7331	Charlestown Historical Society	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
7336	Naval Air Memorial	\$ 1,250	\$ 1,250	\$ -	\$ 1,250	\$ -
7338	Dunn's Corner Fire District	\$ -	\$ -	\$ -	\$ -	\$ -
LOCAL AGENCIES SUB-TOTAL TO DATE		<b>\$ 617,693</b>	<b>\$ 617,693</b>	<b>\$ 653,762</b>	<b>\$ 629,712</b>	<b>\$ -</b>

**SUPPLEMENTAL INFORMATION**  
**FY2022 – 2023**

**740 – BOARDS & COMMISSIONS:**

**740-5020 – CONSERVATION COMMISSION \$2,500**

Brush Cutting of Trails	\$ 1,000
Sprague Preserve – second entrance for equipment	550
South Farm barn security	300
Equipment, repairs, and supplies	300
Printing of maps & brochures	200
Arbor Day Commemoration	150
	<u>\$ 2,500</u>

**740-5040 – SENIOR CITIZENS COMMISSION \$100**

**740-5050 – PLANNING COMMISSION \$15,000**

Stationary, Postage & Toner	\$ 1,000
Professional Development	4,350
Advertisements (21 Adv. @ \$200)	4,200
Planning Commission's journal	450
Stenogrpahy 12 Meetings @ \$300	5,000
	<u>\$ 15,000</u>

Budget covers stationary, record storage, meeting tapes, postage, mandatory legal advertising, Planning Commission's Journal subscription, technical or professional consulting services to Commission and travel reimbursement.

**SUPPLEMENTAL INFORMATION**  
**FY2022 – 2023**

**740 – BOARDS & COMMISSIONS (cont'd):**

**740-5060 – ZONING BOARD - \$8,200**

Advertising	\$ 2,800	Based on 14 meetings per year at \$200 per meeting
Office supplies	200	General operating supplies. Recording tapes, paper, file folders, etc.
Stenography	4,200	Based on 14 meetings per year @ \$300 per meeting
Transcript costs	1,000	Cost of transcripts from public hearing meetings.
	<u>\$ 8,200</u>	

**740-5065 – AFFORDABLE HOUSING COMMISSION \$100**

Printing of brochures and pamphlets for education purposes	\$100
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**740-5075 - ECONOMIC IMPROVEMENT COMMISSION \$2,500**

Business Forum Initiatives	\$ 500
Business Forum/Survey	\$ 500
Support Town Activities	\$1,500

**SUPPLEMENTAL INFORMATION**  
**FY2022 – 2023**

**740 – BOARDS & COMMISSIONS (cont'd):**

**740-5085 – MOSQUITO ABATEMENT COUNCIL \$7,500**

Outside vendor contract for surveillance and larvacide treatment of mosquito larvae on salt marshes	\$ 6,500
Purchase of larvacide pesticide materials	1,000
	<u>\$ 7,500</u>

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**Boards & Commissions TOTAL REQUESTED BUDGET - \$35,900**

**SUPPLEMENTAL INFORMATION**  
**FY2022 – 2023**

**780 – CHARIHO REGIONAL SCHOOL DISTRICT (CRSD):**

**780-7880 – CRSD OPERATING BUDGET- \$13,879,020**

Funds the contractual obligation for Charlestown students attending the regional school district. This amount is based on the number of students in the CRSD from Charlestown.

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**CHARIHO Regional School District TOTAL REQUESTED BUDGET - \$13,879,020**

## TOWN OF CHARLESTOWN

Fiscal Year 2022-2023

## EXPENDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved	FY2022 Amended Budget	FY2022 Actual as of Dec 31, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
01.800.5005.000	EXPENDITURE	Senior Center Coordinator's Salary	\$38,831	\$40,190	\$40,190	\$40,190	\$22,290	\$51,470	\$51,470	\$42,600	\$42,600
01.800.5010.000	EXPENDITURE	Senior Center Wages	\$29,649	\$26,728	\$36,000	\$36,000	\$16,296	\$39,840	\$39,840	\$39,840	\$39,840
01.800.6015.000	EXPENDITURE	Dues & Subscriptions	\$30	\$35	\$35	\$35	\$0	\$35	\$35	\$35	\$35
01.800.6020.000	EXPENDITURE	Operating Supplies	\$398	\$587	\$650	\$650	\$275	\$650	\$650	\$650	\$650
01.800.6040.000	EXPENDITURE	Maintenance & Repairs	\$613	\$1,533	\$2,000	\$2,000	\$178	\$2,000	\$2,000	\$2,000	\$2,000
01.800.6045.000	EXPENDITURE	Maintenance Supplies	\$1,402	\$1,058	\$1,500	\$1,500	\$808	\$1,800	\$1,800	\$1,800	\$1,800
01.800.6050.000	EXPENDITURE	Professional Development	\$99	\$0	\$400	\$400	\$0	\$400	\$400	\$400	\$400
01.800.6065.000	EXPENDITURE	Purchased Service	\$7,552	\$7,216	\$10,700	\$10,700	\$5,605	\$10,705	\$10,705	\$10,705	\$10,705
01.800.6070.000	EXPENDITURE	Travel Expense	\$151	\$311	\$375	\$375	\$202	\$500	\$500	\$500	\$500
01.800.6075.000	EXPENDITURE	Tools/Equipment	\$264	\$148	\$500	\$500	\$389	\$500	\$500	\$500	\$500
01.800.6195.000	EXPENDITURE	Utilities	\$9,744	\$10,617	\$12,000	\$12,000	\$6,197	\$13,000	\$13,000	\$13,000	\$13,000
01.800.8035.000	EXPENDITURE	Senior/Community Center Programs	\$29,440	\$19,190	\$28,390	\$28,390	\$7,757	\$28,550	\$28,550	\$22,000	\$22,000
			<b>\$118,172</b>	<b>\$107,613</b>	<b>\$132,740</b>	<b>\$132,740</b>	<b>\$59,997</b>	<b>\$149,450</b>	<b>\$149,450</b>	<b>\$134,030</b>	<b>\$134,030</b>
01.810.5005.000	EXPENDITURE	Recreation Director Salary	\$80,701	\$81,318	\$82,315	\$84,784	\$45,653	\$87,328	\$87,328	\$87,328	\$87,328
01.810.5005.002	EXPENDITURE	Recreation Director Longevity	\$2,018	\$3,042	\$4,527	\$4,527	\$2,380	\$4,366	\$4,366	\$4,366	\$4,366
01.810.5010.000	EXPENDITURE	Recreation Assistant Director Wages	\$52,562	\$48,684	\$54,489	\$54,755	\$27,873	\$57,808	\$57,808	\$57,808	\$57,808
01.810.5010.001	EXPENDITURE	Recreation Assistant Director Longevity	\$0	\$786	\$1,635	\$1,635	\$0	\$0	\$0	\$0	\$0
01.810.5015.000	EXPENDITURE	Recreation Secretary Wages	\$22,081	\$22,656	\$24,355	\$24,903	\$13,388	\$25,464	\$25,464	\$25,464	\$25,464
01.810.5015.002	EXPENDITURE	Recreation Secretary Longevity	\$555	\$588	\$731	\$996	\$529	\$1,146	\$1,146	\$1,146	\$1,146
01.810.5020.000	EXPENDITURE	Recreation Wages	\$14,019	\$17,817	\$23,940	\$23,940	\$13,199	\$24,795	\$24,795	\$25,448	\$25,448
01.810.5025.000	EXPENDITURE	Recreation Secretary OT Wages	\$1,201	\$1,107	\$1,500	\$1,500	\$654	\$1,500	\$1,500	\$1,500	\$1,500
01.810.6015.000	EXPENDITURE	Dues & Subscriptions	\$278	\$553	\$550	\$550	\$736	\$800	\$800	\$800	\$800
01.810.6020.000	EXPENDITURE	Operating Supplies	\$3,689	\$1,247	\$4,000	\$4,000	\$2,995	\$6,210	\$5,000	\$5,000	\$5,000
01.810.6050.000	EXPENDITURE	Professional Development	\$6,019	\$710	\$4,456	\$4,456	\$2,547	\$4,456	\$4,456	\$3,000	\$3,000
01.810.6065.000	EXPENDITURE	Purchased Services	\$1,151	\$1,593	\$1,188	\$1,188	\$440	\$1,600	\$1,600	\$1,600	\$1,600
01.810.6070.000	EXPENDITURE	Travel Expense	\$0	\$0	\$100	\$100	\$0	\$140	\$100	\$100	\$100
			<b>\$184,273</b>	<b>\$180,101</b>	<b>\$203,786</b>	<b>\$207,335</b>	<b>\$110,395</b>	<b>\$215,612</b>	<b>\$214,362</b>	<b>\$213,560</b>	<b>\$213,560</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2022 - 2023**

**800 - CHARLESTOWN SENIOR/COMMUNITY CENTER:**

**800-5005 – COORDINATOR'S SALARY \$42,600**

**Coordinator**—Funds requested for the Director Position with an increase from 29 hours per week to 35 hours per week. Director is responsible for the day-to-day administration of the Sr. Community Center. 15 years employment.

**800-5010 - WAGES: Part-Time (2 persons) \$39,840**

**Kitchen Manager**

Manage kitchen to include handling delivery of meals from caterer and distribution of meals for in-house dining and meals-on wheels clients, supervise kitchen and dining room volunteers, and ensure cleanliness and proper operation of kitchen. This reflects an average of 25 hours per week with no holiday pay and 1-week unpaid vacation with 6 years employment at \$18 per hour. Total budget for this position \$21,600.

**Administrative Assist/Program Director**

Clerical assistant for Director and Center, plan, develop, and implement programs and activities for the community as well as for seniors. This person assists the Kitchen Manager with coordination of volunteers, serving from time to time and with clean up of programs materials, tables etc. this reflects an average of 20 hours per week with no holiday pay and 1-week unpaid vacation with 4 years employment. Total budget for this position \$18,240.

**Custodian:** \*Custodial services handled by contract under purchased services.

**800-5020- AFTER HOURS RENTAL \$0**

**800-6015 – DUES & SUBSCRIPTIONS \$35**

RI Senior Directors Association (annual dues)

**800-6020 - OPERATING SUPPLIES \$650**

Office Supplies

**800-6040 - MAINTENANCE & REPAIRS \$2,000**

Building Maintenance	\$1,000
Equipment Maintenance	\$1,000

**SUPPLEMENTAL INFORMATION**  
**FY 2022 - 2023**

**CHARLESTOWN SENIOR/COMMUNITY CENTER (cont'd):**

**800-6045 – MAINTENANCE SUPPLIES \$1,800**

Kitchen Supplies	\$900
Janitorial Supplies	\$900

**800-6050 – PROFESSIONAL DEVELOPMENT \$400**

**800-6065 – PURCHASED SERVICES \$10,705**

Pest Control	\$480 (\$120 quarterly)
Bldg Security	\$225 (annually)
Fire Extinguisher and Ansil System Inspections	\$1,300 (yearly contract)
AED Life Support Systems	\$350
Custodial Services (reflects 2020 Bid due to renew April 2022)	\$7,400
Generator Maintenance	\$950

**800-6070 - TRAVEL REIMBURSEMENT \$500**

In-state mileage reimbursement to attend meetings and conduct work-related tasks in community

**\*800-6075 -TOOLS AND EQUIPMENT \$500**

Misc. tools/equipment (as necessary)

**800-6195 – UTILITIES \$13,000**

Cox Communications (\$200/mo. Phone, internet, cable)	\$2,400
National Grid	\$6,000
Propane Gas	\$1,600
Oil	\$3,000

**SUPPLEMENTAL INFORMATION**  
**FY 2022 - 2023**

**CHARLESTOWN SENIOR/COMMUNITY CENTER (cont'd):**

**800-8035 -- SENIOR/COMMUNITY PROGRAMS \$22,000**

Yoga 4x/week	\$ 10,500
Tai Chi 2x/week	\$ 2,000
Zumba 3x/week	\$ 4,500
New Programs	\$ 2,000
Arts	\$ 2,500
Supplies	\$ 500

Revenues generated will be placed in general fund.

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**Charlestown Senior/Community Center TOTAL REQUESTED BUDGET    \$134,030**

**SUPPLEMENTAL INFORMATION**  
**FY 2022 – 2023**

**810 – RECREATION ADMINISTRATION**

**810-5005 – Director - \$91,694**

Salary - \$87,328

Longevity - \$4,366

**810-5010 – Assistant Director - \$57,808**

Salary - \$ 57,808

Longevity- \$0

**810-5015 SECRETARY – Half-Time Parks and Recreation - \$ 26,610**

Salary- \$25,464

Longevity- \$ 1,146

**810-5020 – SUMMER BEACH ASSISTANTS- \$25,448**

Two Summer Beach Assistants to assist the Director of Parks and Recreation in managing operations during the summer season at the town-operated beaches (Little Nini Pond in Ninigret Park, Charlestown Town Beach, and the Samuel Ferretti Blue Shutters Beach). The assistants work with the Director by overseeing daily operations at the beaches and are responsible for overseeing daily operations seven days a week at the three beaches, including training and managing of staff, scheduling, maintaining financial security and accountability, and looking to the adequacy of safety measures (including response to emergencies). In addition, the Summer Beach Assistants deposit cash receipts daily.

This line item covers two seasonal staff at an hourly rate of \$21.75. Each works 9 hours/day from 7:30- 5:30 (on different days). One Summer Beach Assistant works 40 hours per week (Thurs./Fri./Sat./Sun.) for 18 weeks, and the second Summer Beach Assistant works 30 hours per week (Mon./Tues./Wed.) for 15 weeks.

Beach Assistant 1: 18 weeks x 40 hrs. /week. x \$21.75 /hr. = \$15,660

Beach Assistant 2: 15 weeks x 30 hrs./week x \$21.75 /hr. = \$9,788

**810-5025 RECREATION SECRETARY OVERTIME WAGES - \$1,500**

Overtime wages are paid per union contract.

**SUPPLEMENTAL INFORMATION**  
**FY 2022 – 2023**

**810-6015 - DUES & SUBSCRIPTIONS - \$800**

Dues to three professional associations (CRPA, NRPA, and RIRPA) for the Director and Assistant Director.

**810-6020 - OPERATING SUPPLIES - \$5,000**

Printing costs for two high-quality newsletters that are distributed to schools and local businesses to improve communication by highlighting programs and special events and for supplies, other than central supplies, used to support department programs (seasonal flyers, laminator supplies, computer paper, printer cartridges, toner for three printers as well as other various department items needed for operations) as detailed below:

Newsletter: \$2,251 x 2 = \$4502

Office supplies: \$498

**810-6050 – PROFESSIONAL DEVELOPMENT - \$3,000**

Connecticut Parks and Recreation Conference

Northern New England Conference – in January

National Parks and Recreation – Registration opens May

Vermont Parks and Recreation Conference

**810-6065 - PURCHASED SERVICES - \$ 1,600**

Yearly payment under three-year contract (2021 - 2023) for portable toilets at placed for 6 months each year at Columbia Heights playground and Wicklund Field.

**810-6070 – TRAVEL EXPENSE - \$100**

Miscellaneous travel expenses

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**Parks & Recreation Administration TOTAL REQUESTED BUDGET - \$213,560**

## TOWN OF CHARLESTOWN

Fiscal Year 2022-2023

## EXPEDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved	FY2022 Amended Budget	FY2022 Actual as of Dec 31, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
01.815.5015.000	EXPENDITURE	Seasonal Playground Wages	\$51,626	\$26,873	\$54,000	\$54,000	\$39,475	\$54,000	\$54,000	\$54,000	\$54,000
01.815.5025.000	EXPENDITURE	Recreation OT (Assistant & Playground)	\$1,559	\$1,881	\$3,000	\$3,000	\$1,991	\$4,400	\$4,400	\$3,000	\$3,000
01.815.5030.000	EXPENDITURE	Recreation Swimming Lesson Wages	\$1,070	\$627	\$1,300	\$1,300	\$629	\$1,300	\$1,300	\$750	\$750
01.815.8005.000	EXPENDITURE	Camp Ninigret	\$15,242	\$6,732	\$16,000	\$16,000	\$8,055	\$20,000	\$20,000	\$16,000	\$16,000
01.815.8020.000	EXPENDITURE	Basketball Program	\$15,443	\$0	\$16,235	\$16,235	\$165	\$16,235	\$16,235	\$16,235	\$16,235
01.815.8025.000	EXPENDITURE	Winter Programs	\$13,562	\$7,763	\$16,570	\$16,570	\$5,422	\$17,570	\$16,570	\$16,570	\$16,570
01.815.8030.000	EXPENDITURE	Spring/Summer Programs	\$1,693	\$3,864	\$9,150	\$9,150	\$604	\$9,150	\$9,150	\$8,150	\$8,150
01.815.8035.000	EXPENDITURE	New & Continuing Programs	\$9,406	\$11,891	\$12,900	\$12,900	\$8,091	\$17,900	\$17,900	\$15,230	\$15,230
01.815.8040.000	EXPENDITURE	Tennis Program	\$8,974	\$11,313	\$11,754	\$11,754	\$9,709	\$12,754	\$12,754	\$12,754	\$12,754
01.815.8045.000	EXPENDITURE	Swim Lessons - Equipment	\$0	\$0	\$200	\$200	\$0	\$200	\$200	\$200	\$200
01.815.8050.000	EXPENDITURE	Summer Concert	\$9,064	\$12,688	\$8,900	\$8,900	\$4,084	\$13,000	\$13,000	\$10,500	\$10,500
			<b>\$124,901</b>	<b>\$81,099</b>	<b>\$150,009</b>	<b>\$150,009</b>	<b>\$78,166</b>	<b>\$166,509</b>	<b>\$165,509</b>	<b>\$153,389</b>	<b>\$153,389</b>
01.820.5015.000	EXPENDITURE	Charlestown Town Beach Wages	\$108,197	\$116,667	\$125,430	\$125,430	\$95,049	\$129,347	\$129,347	\$129,347	\$129,347
01.820.5025.000	EXPENDITURE	Charlestown Town Beach OT Wages	\$3,198	\$8,625	\$5,000	\$5,000	\$4,249	\$8,000	\$8,000	\$6,000	\$6,000
01.820.6020.000	EXPENDITURE	Charlestown Town Beach Operating Supplies	\$1,797	\$2,610	\$2,000	\$2,000	\$1,553	\$2,500	\$2,500	\$2,000	\$2,000
01.820.6035.000	EXPENDITURE	Uniforms & Training	\$2,500	\$2,000	\$3,650	\$3,650	\$2,225	\$4,600	\$4,600	\$3,650	\$3,650
01.820.6040.000	EXPENDITURE	Maintenance & Repairs	\$48	\$218	\$1,500	\$1,500	\$299	\$1,500	\$1,500	\$500	\$500
01.820.6045.000	EXPENDITURE	Maintenance Supplies	\$174	\$761	\$500	\$500	\$0	\$500	\$500	\$500	\$500
01.820.6060.000	EXPENDITURE	Printing & Binding	\$1,136	\$597	\$575	\$575	\$0	\$1,100	\$1,100	\$1,100	\$1,100
01.820.6065.000	EXPENDITURE	Purchased Services	\$7,233	\$9,282	\$9,585	\$9,585	\$7,625	\$9,585	\$9,585	\$9,585	\$9,585
01.820.6075.000	EXPENDITURE	Tools/Equipment	\$2,408	\$1,922	\$2,000	\$2,000	\$332	\$4,100	\$2,000	\$2,000	\$2,000
01.820.6095.000	EXPENDITURE	Beach Cleaning	\$11,483	\$6,750	\$8,500	\$8,500	\$6,500	\$8,500	\$8,500	\$8,500	\$8,500
01.820.6095.001	EXPENDITURE	Purchased Services Covid Cleaning	\$5,233	\$15,823	\$11,360	\$11,360	\$8,424	\$15,000	\$15,000	\$3,000	\$3,000
01.820.6100.000	EXPENDITURE	Property Taxes	\$3,775	\$3,774	\$4,000	\$4,000	\$3,776	\$4,000	\$4,000	\$4,000	\$4,000
			<b>\$147,183</b>	<b>\$169,027</b>	<b>\$174,100</b>	<b>\$174,100</b>	<b>\$130,032</b>	<b>\$188,732</b>	<b>\$186,632</b>	<b>\$170,182</b>	<b>\$170,182</b>
01.830.5015.000	EXPENDITURE	Ninigret Park Wages	\$12,179	\$17,043	\$21,930	\$21,930	\$15,411	\$21,930	\$21,930	\$21,930	\$21,930
01.830.5025.000	EXPENDITURE	Ninigret Park OT Wages	\$12	\$248	\$300	\$300	\$32	\$500	\$500	\$300	\$300
01.830.6020.000	EXPENDITURE	Operating Supplies	\$1,138	\$1,295	\$1,700	\$1,700	\$655	\$1,700	\$1,700	\$1,700	\$1,700
01.830.6040.000	EXPENDITURE	Maintenance & Repairs	\$1,115	\$1,213	\$2,400	\$2,400	\$396	\$3,500	\$3,500	\$2,400	\$2,400
01.830.6065.000	EXPENDITURE	Purchased Services	\$15,741	\$16,277	\$15,332	\$15,332	\$9,340	\$18,860	\$18,860	\$18,860	\$18,860
01.830.6065.001	EXPENDITURE	Purchased Services Covid Cleaning	\$2,021	\$6,121	\$5,000	\$5,000	\$3,253	\$6,200	\$6,200	\$2,000	\$2,000
01.830.6075.000	EXPENDITURE	Tools/Equipment	\$1,630	\$2,156	\$1,700	\$1,700	\$966	\$5,946	\$5,946	\$3,246	\$3,246
			<b>\$33,835</b>	<b>\$44,353</b>	<b>\$48,362</b>	<b>\$48,362</b>	<b>\$30,053</b>	<b>\$58,636</b>	<b>\$58,636</b>	<b>\$50,436</b>	<b>\$50,436</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**815 – RECREATION PROGRAMS**

**815-5015 - SEASONAL WAGES/CAMP NINIGRET – \$54,000**

This line item includes seasonal wages to pay staff for the Camp Ninigret program. Also, the **Counselor in Training/Leadership Camp** will continue to be offered for those 13 and over. Camp Ninigret is open to children ages 5 to 12 and runs from 9:00 AM to 4:00 PM. Those who successfully completed the previous year's Leadership Program will be allowed to volunteer within the camp. The base program includes five (5) weeks with an optional two extended weeks for families. Extended hours provide opportunities for working families to benefit from an early start to the program, 8:00 AM to 9:00 AM and 4:00 PM to 5:00 PM. We will increase the camp numbers to 120 for the summer, while continuing to offer before and after care. Last year we offered camp to 60 participants. Fees are as follows for the first five weeks of camp: \$350 – residents, \$425. – non-residents. Fees are increased by \$25 from last year.

Minimum wage is increasing to \$12.25 per hr.

Trips outside of camp will resume this summer.

Wages will vary from year to year due to increase in camper registrations and staff pay rates adjusted for longevity.

**815-5025 - RECREATION SUMMER BEACH ASSISTANT OT - \$3,000**

**815-5030- SWIMMING LESSONS WAGES - \$750**

This line pays for swimming lessons instructors. The swimming lessons take place at Little Nini pond and runs from the beginning of July to middle of August. The lifeguards teach these lessons, and enrollment numbers determine how many guards are needed.

**815-8005 - CAMP NINIGRET - \$16,000**

The total reflects equipment, camper and staff shirts, field trips, busing, performers and leadership speakers. We expect trip costs to go up due to the rise in gas prices. Registration fees are deposited in the general fund. The campers pay an extra fee per field trip to help cover costs, the trips are optional, and children can remain supervised at camp if they do not want to go on a trip.

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**815-8020 – BASKETBALL (YOUTH) - \$16,235**

Town operated youth basketball leagues. Registration fees are deposited in the general fund. The program runs for 15 weeks, dates are dependent upon gym availability. In 2019 the fee was \$65 per participant, with family tiered pricing of \$60 for the second child, \$55 for the third. There were 133 participants in the youth basketball program in 2019. This line covers jerseys, referees, trophies, first aid, league staff, staff shirts, equipment, and the end of season banquet.

\*Note: a portion of program costs are offset by registration fees and sponsorships from local businesses (recommended for enterprise fund account). The Hall Monitor will continue as a stipulation mandated by the Board of Education for facility use for an adult to oversee each program run in a Chariho school facility. **\*The added \$2,500 for Basketball is due to the mandated Chariho Maintenance employee to be present at all weekend and holiday hours program is in operation at a Chariho School and the cost of this staff can vary from \$18.00 - \$40.00 per hour.**

**815-8025 –FALL/ WINTER PROGRAMS - \$16,570**

Includes Fall Fun Fest event, Trunk or Treat, Town Hall Trick or Treating, Santa Meet and Greet, gingerbread house contest, and New Year's Bonfire. Trips taken in the fall and winter that run every year which get refunded by ticket sales. The increase is due to the accurate cost of the bus and tickets for the Boston Celtics trip and the growth in the Trunk or Treat event. The Trunk or Treat event has required additional candy supplies, portable lights and better signage. Teen Dance participation has increased to over 150 participants with a registration fee of \$10.

	Description	Cost
Events	Fall Fest	\$2,000
	Christmas Spectacular	\$2,500
	New Year's Eve Bon Fire	\$750
	Teen Dances	\$3,200
	Deerfoot 5K	\$1,500
Trips	New York City	\$ 1,600.00
	Boston Celtics	\$ 5,020.00
	<b>Total</b>	<b>\$16,570.00</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**815-8030 - SPRING/SUMMER PROGRAMS - \$8,150**

This line is for annual programs and events in the spring and summer including the Easter Egg Hunt, Schools Out Dance, Fishing Derby, Columbia Heights Block Party and Bike Safety Day. The block party, babysitting class, golf lessons, and the bike safety day have all been moved to spring and summer programs because they are recurring programs that are successful.

Schools Out Dance	\$800
Easter Egg Hunt	\$1,900
Fishing Derby	\$650
Golf Lessons	\$500
Babysitting Class	\$400
Bike Safety Day	\$600
Block Party	\$1,000
Earth Day	\$2,300
<b>Total</b>	<b>\$8,150</b>

**815-8035 – NEW/ONGOING PROGRAMS - \$ 15,230**

This line item includes new and ongoing programming such as virtual programs: game nights, exercise programs, how to cook, an earth day, pickleball, and new programs at Pawaget Park. The Earth Day celebration will take place in April. The costs associated with the earth day are as follows: an announcer/DJ, face painting, moon bounce rental, outside performers, kite flying kits that will be given out to participants, curious creatures (an outside company will bring in reptiles for participants to hold), and members of the Narraganset tribe will perform do story telling. Several programs were moved to the Fall/Winter and Spring/Summer lines because the programs became permanent seasonal programs.

In the new fitness area, there will be conditioning classes for youth and adults throughout the year. New instructors range from \$20-\$30 based on their experience. We would run four, 8-week sessions for two hours. This would break down to \$320 per session x 4 sessions =\$1280, plus signage for the fitness area \$50. The new conditioning classes would take in additional revenue.

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

Both Fall and Spring Flag Football have been programs have been successful and show an increased number of teams or steady number of teams adding to games and expenses. Flag Football expenses are covered by the \$650 registration fee per team and has been consistently level funded.

Pickleball Tournaments	\$ 500.00
Pickleball Lessons	\$ 200.00
Flag Football	\$ 11,425.00
Conditioning classes in Fitness area	\$ 1,330.00
Cornhole Tournament	\$ 500.00
Beach Yoga and Barre Fitness Class	\$ 675.00
<b>Total</b>	<b>\$ 15,230.00</b>

**815-8040- TENNIS PROGRAM - \$ 12,754**

Reflects costs for yearlong tennis program wages that take place at Ninigret Park and Richmond Elementary School.

**815-8045 SWIM LESSONS (YOUTH) - \$200**

Equipment needed for swimming lessons at Little Nini pond.

**815-8050 SUMMER CONCERT/MOVIE SERIES UNDERWRITING - \$10,500**

The movie and concert cost are offset by sponsor's donations.

Five summer concerts. Movie Series will include four movies in the park. Underwriting only, as these programs have been supported by the business community in the past, but has increasingly difficult the past few years.

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**Recreation Programs TOTAL REQUESTED BUDGET - \$153,389**

**SUPPLEMENTAL INFORMATION**  
**FY 2022 – 2023**

**820 - CHARLESTOWN BEACH**

**820-5015 - SEASONAL WAGES - \$129,347**

Total seasonal wages for Town Beach lifeguards, beach attendants, beach patrol and beach manager.

A. Lifeguards - This line will cover expenses for the period of July 1, 2022, through June 30, 2023. It is proposed that the salary remain \$15/ hour for "new guards". This has proven to be effective in attracting quality lifeguards to our program. This will enable the department to be competitive in hiring lifeguards for the summer. Those guards who return from the previous year will be given a .50 per hour increase from their previous year's salary. For budgeting purposes, \$15.00/hour will be used. The beach season will begin Memorial Day Weekend and will operate 7 days a week until Labor Day.

<b>Lifeguards</b>	<b>Rate of Pay</b>	<b>Number of Participants</b>	<b>Hours</b>	<b>Number of Days</b>	<b>Total Pay</b>
Weekdays	\$15.00	5	8	67	\$40,200.00
Weekends	\$15.00	6	10	34	\$30,600.00
Holidays	\$22.50	6	10	4	\$5,400.00
				<b>Total</b>	<b>\$76,200.00</b>

B. Beach Attendants- Two and one-half (2.5) attendants on weekdays and (3.5) attendants on weekends and holidays are required at the Charlestown Town Beach. For budgeting purposes \$12.25/hour will be used.

<b>Beach Attendants</b>	<b>Rate of Pay</b>	<b>Number of Participants</b>	<b>Hours</b>	<b>Number of Days</b>	<b>Total Pay</b>
Weekdays	\$12.25	2	8.25	67	\$13,542.38
Weekends	\$12.25	2	10.25	34	\$8,538.25
Holidays	\$18.25	2	10.25	4	\$1,496.50
				<b>Total</b>	<b>\$23,577.13</b>

One full-time beach attendant at Charlestown Town Beach, who has become, at their own expense, a UAV certified FAA107 operator, will receive an extra \$1.85 per hour (or \$14.00 per hour) as part of an innovative UAV Beach Safety Program. The program will aide in rescue and lead to the decrease in time patrons may be asked to be out of the water while marine life is positively identified, thereby increasing the safety of swimmers. When scheduled to work, the beach attendant will be available to operate the UAV and assist lifeguards with aquatic fauna identification and/or rescue.

**SUPPLEMENTAL INFORMATION**  
**FY 2022 – 2023**

**820-5015 - SEASONAL WAGES Cont.**

**B. Beach Attendants (cont'd)**

Beach Attendant/UAV Certified FAA 107 Operator	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$14.00	1	8.25	67	\$7,738.50
Weekends	\$14.00	1	10.25	34	\$4,879.00
Holidays	\$21.00	1	10.25	4	\$861.00
				<b>Total</b>	<b>\$13,478.50</b>

**C. Charlestown Town Beach Manager**

The beach manager is responsible for daily collection, accounting, scheduling, deposits, and overall operation of the facility.

Beach Manager	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$15.00	1	8.5	67	\$8,542.50
Weekend	\$15.00	1	10.5	34	\$5,355.00
Holidays	\$22.50	1	10.5	4	\$945.00
				<b>Total</b>	<b>\$14,842.50</b>

**D. Beach Patrol**

A staff member will work designated weekends in the summer to monitor the beaches and assist the lifeguards with patrons.

Beach Patrol	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$12.25	1	8	10	\$980.00
Holiday	\$18.25	1	8	1	\$146.00
Holiday Bonus	\$122.87				\$122.87
				<b>Total</b>	<b>\$1,248.87</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2022 – 2023**

**820-5015 - SEASONAL WAGES (cont'd)**

Lifeguard Total	\$76,200.00
Beach Attendant Total	\$23,577.13
Beach Manager Total	\$14,842.50
UAV Certified Attendant	\$13,478.50
Beach Patrol	\$1,248.87
<b>Total</b>	<b>\$129,347.13</b>

**820-5025 TOWN BEACH OVERTIME WAGES - \$6,000**

Lifeguards out sick, promoting adequate staffing throughout the season.

**820-6020 – OPERATING SUPPLIES - \$2,000**

Paper products, soaps for restrooms, supplies for pavilion restroom maintenance, office and first aid supplies for first aid room.

**SUPPLEMENTAL INFORMATION**  
**FY 2022 – 2023**

**820-6035 – UNIFORMS, TRAINING AND CERTIFICATIONS - \$3,650**

Uniform reimbursement and re-certification for returning guards. Also, a spring Lifeguard Certification class, along with First Aid, CPR, and AED training for the entire summer staff. This includes one day for an all-staff day training.

8 Uniforms at \$50 per Uniform - 2 additional	\$400.00
Beach Manager, Beach Attendant and Supervisor	\$100.00
Lifeguard Sweatshirts	\$300.00
Lifeguard Swimsuits	\$300.00
Lifeguard Training and Recertification - additional	\$2,550.00
Total	\$3,650.00

**820-6040 – MAINTENANCE & REPAIRS - \$500**

Miscellaneous maintenance and repairs at beach as needed including maintenance parts and replacement items for pavilion and rinsing stations. Lifeguard chairs require refurbishing, the rain garden will require maintenance, and continuous repairs to structures on site as needed, replace plant materials yearly, mulch etc. Repair of locks and security system as needed.

**820-6045 – MAINTENANCE SUPPLIES - \$500**

Repair, replace and /or rebuild parking lot signage as needed.

**820-6060 – PRINTING & BINDING - \$1,100**

This line item covers the purchase of window decals and cottage passes for entry into the beach parking lot for the beach season. During the 2020-2021 beach season additional window decals were purchased to meet increased demand. The amount for 2022-2023 reflects this increase.

**SUPPLEMENTAL INFORMATION**  
**FY 2022 – 2023**

**820-6065 – PURCHASED SERVICES - \$9,585**

Portable Toilet Facility: six (6) times at \$415 per month and emergency pump outs	\$2,490.00
Ocean Testing as mandated by the State of Rhode Island	\$750.00
Medical Supplies - lifeguards and for patrons first aid supplies	\$210.00
Water Service	\$100.00
Clivus Inspections and Winterization - \$300 per visit - 5 times	\$1,500.00
Close facilities: plumber/wells	\$300.00
Pavilion Urine Tank Pumpouts - 9 pumpouts x \$215	\$1,935.00
Post Season Open and Close Beach Pavilion.	\$2,300.00
	<b>\$9,585.00</b>

**820-6075 – TOOLS & EQUIPMENT- \$2,000**

Six replacement radios and chargers to improve communication, Purchase of replacement buoys and weights and lines as needed.

**820-6095 -BEACH CLEANING SERVICES - \$8,500**

Twice weekly, beach cleaning services for Charlestown beach to maintain safe beaches free of debris.

This number has been increased 8 times due to the extended beach season.

**820-6095- BEACH CLEANING -COVID -\$3,000**– Reduced to 2 days per week instead of 7 days a week. \$288.54 per week.

**820-6100 – TAXES - \$4,000**

Payment to South Kingstown for town-owned beach property located within South Kingstown.

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**Charlestown Beach TOTAL REQUESTED BUDGET - \$170,182**

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**830-NINIGRET PARK:**

**830-5015 - SEASONAL WAGES - \$21,930**

**A. Lifeguards**

This line will cover expenses for the period of July 1, 2022, through June 30, 2023. Those guards who return from the previous year will be given a .50 per hour increase from their previous year's salary. For budgeting purposes \$15.00/hour will be used. \*Note - holiday rate of pay = time +1/2 paid to lifeguards.

Lifeguards	Rate of Pay	Number of Positions	Hours	Number of Days	Total Pay
Weekdays	\$15.00	2	8	52	\$12,480
Weekends	\$15.00	2	9	29	\$7,830
Holidays	\$22.50	2	9	4	\$1,620
<b>Total</b>					<b>\$21,930</b>

Please note: There is no deduction for rain due to the fact that guards usually remain on duty for camp related lifeguard safety duties, picnic and other small gatherings which often occur during inclement weather.

**830-5025 NINIGRET PARK OVERTIME WAGES - \$300**

Lifeguards out sick, short, staffed end of year.

**830-6020 - OPERATING SUPPLIES - \$1,700**

Composting and public restroom

Restroom supplies (toilet paper, paper towels, etc.)	\$900
Cleaning supplies (floor cleaner, disinfectants,	\$800
<b>Total</b>	<b>\$1,700</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**830-NINIGRET PARK (cont'd):**

**830-6040 - MAINTENANCE & REPAIRS - \$2,400**

Multi-use trail maintenance and signs as needed	\$200
Miscellaneous maintenance and repairs to facilities and buildings/grounds as needed,	\$500
Add chips to playground area play surface and fitness area, yearly maintenance	\$500
Basketball replacement pads and nets	\$620
Tennis and Pickleball replacement nets, cranks for tennis courts and pickleball courts	\$580
<b>Total</b>	<b>\$2,400</b>

**830-6065 - PURCHASED SERVICES - \$18,860**

Close Facility (plumber/well expertise required)	\$300
AED replacement	\$1,000
Bi Weekly Coliform Test	\$600
Medical Supplies	\$400
Restroom Cleaning Tennis Court, Lil' Nini' and six (6) composting toilets twice (2) weekly by an outside agency \$10,710.27 or the season plus (6) new Clivus toilet units for year round use \$572	\$10,710
Water Service	\$450
Pest Control	\$500
Clivus Service - Clivus is state licensed to do this service	\$4,000
Six Composting Toilets Urine Tank Pumpouts Twice Yearly	\$900
<b>Total</b>	<b>\$18,860</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**830-NINIGRET PARK (cont'd):**

**830.6065.001- PURCHASED SERVICES – COVID – \$2,000**

**830-6075 - TOOLS & EQUIPMENT - \$3,246**

This line item includes a storage shed and double recycling station for the new fitness area.

Wheelbarrows, rakes, shovels	\$400
AED Battery service contract, replace pads etc.	\$200
Supplies for new fitness area	\$200
Tennis special event supplies	\$200
Double Recycling Station - fitness area	\$2,246
<b>Total</b>	<b>\$3,246</b>

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**Ninigret Park TOTAL REQUESTED BUDGET- \$50,436**

## TOWN OF CHARLESTOWN

Fiscal Year 2022-2023

## EXPENDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved	FY2022 Amended Budget	FY2022 Actual as of Dec 31, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
01.850.5015.000	EXPENDITURE	Blue Shutters Wages	\$94,562	\$110,357	\$125,430	\$125,430	\$86,560	\$129,347	\$129,347	\$129,347	\$129,347
01.850.5025.000	EXPENDITURE	Blue Shutters OT Wages	\$8,416	\$11,844	\$9,000	\$9,000	\$8,107	\$11,900	\$11,900	\$9,000	\$9,000
01.850.6020.000	EXPENDITURE	Blue Shutters Beach Operating Supplies	\$1,760	\$2,720	\$2,000	\$2,000	\$1,531	\$2,720	\$2,720	\$2,720	\$2,720
01.850.6035.000	EXPENDITURE	Uniforms & Training	\$2,453	\$2,018	\$3,650	\$3,650	\$2,105	\$4,600	\$4,600	\$3,650	\$3,650
01.850.6040.000	EXPENDITURE	Maintenance & Repairs	\$65	\$266	\$1,500	\$1,500	\$278	\$1,500	\$1,500	\$500	\$500
01.850.6045.000	EXPENDITURE	Maintenance Supplies	\$236	\$642	\$500	\$500	\$0	\$500	\$500	\$500	\$500
01.850.6060.000	EXPENDITURE	Printing & Binding	\$1,136	\$597	\$575	\$575	\$0	\$1,100	\$1,100	\$1,100	\$1,100
01.850.6065.000	EXPENDITURE	Purchased Services	\$7,838	\$9,083	\$9,585	\$9,585	\$7,557	\$10,000	\$10,000	\$10,000	\$10,000
01.850.6075.000	EXPENDITURE	Tools/Equipment	\$1,550	\$1,617	\$2,000	\$2,000	\$557	\$4,100	\$4,100	\$4,100	\$4,100
01.850.6095.000	EXPENDITURE	Beach Cleaning	\$11,483	\$6,750	\$8,500	\$8,500	\$6,500	\$8,500	\$8,500	\$8,500	\$8,500
01.850.6095.001	EXPENDITURE	Purchased Services Covid Cleaning	\$5,233	\$15,823	\$11,360	\$11,360	\$8,424	\$15,000	\$15,000	\$3,000	\$3,000
			<b>\$134,731</b>	<b>\$161,716</b>	<b>\$174,100</b>	<b>\$174,100</b>	<b>\$121,618</b>	<b>\$189,267</b>	<b>\$189,267</b>	<b>\$172,417</b>	<b>\$172,417</b>
01.900.9005.000	EXPENDITURE	Open Space 2013 Principal	\$200,000	\$200,000	\$205,000	\$205,000	\$205,000	\$210,000	\$210,000	\$210,000	\$210,000
01.900.9006.000	EXPENDITURE	Beach Pavilion Principal	\$48,904	\$51,621	\$51,621	\$51,621	\$51,621	\$54,338	\$54,338	\$54,338	\$54,338
01.900.9007.000	EXPENDITURE	Affordable Housing 2013 Principal	\$41,096	\$43,379	\$43,379	\$43,379	\$43,379	\$45,662	\$45,662	\$45,662	\$45,662
01.900.9008.000	EXPENDITURE	Recreation Bond Principal \$1M	\$95,000	\$95,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
01.900.9021.000	EXPENDITURE	Open Space Bond Principal 3M	\$150,000	\$150,000	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000
01.900.9026.000	EXPENDITURE	Open Space Interest 3M	\$19,250	\$15,125	\$11,256	\$11,256	\$11,256	\$6,906	\$6,906	\$6,906	\$6,906
01.900.9029.000	EXPENDITURE	Affordable Housing Interest	\$29,389	\$28,330	\$27,138	\$27,138	\$27,138	\$25,799	\$25,799	\$25,799	\$25,799
01.900.9031.000	EXPENDITURE	Open Space 2013 Interest	\$24,725	\$20,425	\$16,071	\$16,071	\$9,138	\$11,610	\$11,610	\$11,610	\$11,610
01.900.9032.000	EXPENDITURE	Beach Pavilion Interest	\$34,973	\$33,713	\$32,294	\$32,294	\$32,294	\$30,701	\$30,701	\$30,701	\$30,701
01.900.9033.000	EXPENDITURE	Recreation Bond Interest	\$20,249	\$17,671	\$15,182	\$15,182	\$8,308	\$12,567	\$12,567	\$12,567	\$12,567
01.900.9045.000	EXPENDITURE	DPW Dump Truck 2016	\$20,735	\$41,034	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.900.9050.000	EXPENDITURE	Ambulance L/P Amb Corp (2012)	\$54,081	\$159,006	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.900.9055.000	EXPENDITURE	DPW Sweeper All Vac/Catch 2016	\$38,244	\$75,902	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.900.9075.000	EXPENDITURE	DPW Dump Truck W/Plow (7 L/P)	\$21,372	\$62,705	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.900.9096.000	EXPENDITURE	DPW Heavy Duty Dump Truck	\$20,620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.900.9098.000	EXPENDITURE	DPW F-350 HD (5YR L/P)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			<b>\$818,638</b>	<b>\$993,912</b>	<b>\$646,941</b>	<b>\$646,941</b>	<b>\$633,133</b>	<b>\$642,583</b>	<b>\$642,583</b>	<b>\$642,583</b>	<b>\$642,583</b>

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**850 – BLUE SHUTTERS BEACH**

**850-5015 - SEASONAL WAGES – \$129,347**

Total seasonal wages for Blue Shutters Beach lifeguards, beach attendants, beach patrol and beach manager:

**A. Lifeguards**

This line will cover expenses for the period of July 1, 2022, through June 30, 2023. Those guards who return from the previous year will be given a .50 per hour increase from their previous year's salary. The base salary for the lifeguards will begin at \$15/hr. Note - holiday rate of pay = time +1/2 paid for lifeguards. The Beach Season will begin May 28 (Memorial Weekend) full time and run until September 5.

Lifeguards	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$15.00	5	8	67	\$40,200.00
Weekends	\$15.00	6	10	34	\$30,600.00
Holidays	\$22.50	6	10	4	\$5,400.00
				<b>Total</b>	<b>\$76,200.00</b>

**B. Beach Attendants**

Two full-time and two half-time attendants on weekdays and two full-time and two half-time attendants on weekends and holidays are required at the Blue Shutters Beach. For budgeting purposes \$12.25/hour will be used.

Beach Attendants	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$12.25	2	8.25	67	\$13,542.38
Weekends	\$12.25	2	10.25	34	\$8,538.25
Holidays	\$18.25	2	10.25	4	\$1,496.50
				<b>Total</b>	<b>\$23,577.13</b>

One full-time beach attendant at Blue Shutters Beach, who has become, at their own expense, a UAV certified FAA107 operator, will receive an extra \$1.85 per hour (or \$14.00 per hour) as part of an innovative UAV Beach Safety Program. The program will aide in rescue and lead to the decrease in time patrons may be asked to be out of the water while marine life is positively identified, thereby increasing the safety of swimmers. When scheduled to work, the beach attendant will be available to operate the UAV and assist lifeguards with aquatic fauna identification and/or rescue.

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**850 – BLUE SHUTTERS BEACH (cont'd)**

**850-5015 - SEASONAL WAGES (cont'd)**

**B. Beach Attendants (cont'd)**

Beach Attendant/UAV Certified FAA 107 Operator	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$14.00	1	8.25	67	\$7,738.50
Weekends	\$14.00	1	10.25	34	\$4,879.00
Holidays	\$21.00	1	10.25	4	\$861.00
<b>Total</b>					<b>\$13,478.50</b>

**C. Blue Shutters Beach Manager**

The beach manager is responsible for daily collection, instructing beach attendants on any new equipment for accounting, scheduling, deposits, and overall operation of the facility. This line item is also used for the training of staffing of all positions.

Beach Manager	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$15.00	1	8.5	67	\$8,542.50
Weekend	\$15.00	1	10.5	34	\$5,355.00
Holidays	\$22.50	1	10.5	4	\$945.00
<b>Total</b>					<b>\$14,842.50</b>

**D. Beach Patrol**

A staff member will work designated weekends in the summer to monitor the beaches and assist the lifeguards with patrons. Minimum wage will be raised to \$12.25 as of Jan. 2022 and the beach patrol's rate of pay reflects this.

Beach Patrol	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$12.25	1	9	10	\$1,102.50
Holiday	\$18.25	1	8	1	\$146.00
<b>Total</b>					<b>\$1,248.50</b>

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**850 – BLUE SHUTTERS BEACH (cont'd)**

**850-5015 - SEASONAL WAGES (cont'd)**

Lifeguard Total	\$76,200.00
Beach Attendant Total	\$37,055.63
Beach Manager Total	\$14,842.50
Beach Patrol	\$1,248.50
<b>Total</b>	<b>\$129,346.63</b>

**850-5025 BLUE SHUTTERS OVERTIME WAGES - \$9,000**

Lifeguards out sick, short, staffed end of year issues.

**850-6020 – OPERATING SUPPLIES - \$2,720**

Paper products, soaps for restrooms, cleaning supplies, Nepanol foaming product for Clivus composting toilets for \$580 per beach, lifeguard equipment, and replacement flags. Purchase sawdust for composting toilet units yearly.

**850-6035 – UNIFORMS, TRAINING AND CERTIFICATIONS - \$3,650**

8 x \$50 per uniform	\$400
Beach Manager, Beach Attendant, Beach Patrol and Supervisor Uniform	\$100
Lifeguard Swimsuits	\$300
Lifeguard Sweatshirts	\$300
Training and Certifications	2550
<b>Total</b>	<b>\$3,650</b>

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**850-6040 - MAINTENANCE & REPAIRS -- \$500**

Many costs occur during spring before the season opens. Miscellaneous maintenance and repairs at beach as needed including maintenance parts and replacement items for pavilion and rinsing stations. Lifeguard chairs require refurbishing and continuous repairs to structures on site as needed. Repair of locks and system as needed.

**850-6045 - MAINTENANCE SUPPLIES - \$500**

Replace signage as necessary, paper supplies, towels, beach office supplies-paper, note pads, pens

**850-6060 - PRINTING & BINDING - \$1,100**

This line item covers the purchase of window decals and cottage passes for entry into the beach parking lot for the beach season. During the 2020-2021 beach season additional window decals were purchased to meet increased demand. The amount for 2022-2023 reflects this increase.

**850-6065 -- PURCHASED SERVICES - \$10,000**

Portable Toilet Facility: (2) for six (6) months at \$415 per month and emergency pumpouts	\$2,490.00
Ocean Testing as Mandated by State of Rhode Island - \$75 per test - 10 tests minimum	\$750.00
Medical Supplies	\$210.00
Water Service	\$100.00
Clivus Composter Tank and System Inspections \$300 per visit	\$1,500.00
Close facilities: plumber/wells	\$300.00
Pavilion Urine Tank Pumpouts - \$215 x 9 pumpouts per season	\$1,935.00
Post Season Open and Close Pavilion. One person for 5 hrs. end of Sept.	\$2,715.00
<b>Total</b>	<b>\$10,000.00</b>

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**850-6075 - TOOLS & EQUIPMENT - \$4,100**

Replace pads for AED. Purchase of replacement buoys and weights and lines as needed. Any necessary repairs to the beach radios, walkie talkies, and other communication device for beach staff.

This includes the purchase of a **Mobi – Mat** for easier beach access for persons with compromised mobility including increased accessibility for persons utilizing wheelchairs, canes, and walkers. The Mobi-Mat is a role able mat that lays atop the sand providing a more even surface for easier maneuverability. The mat will be used seasonally and will be removed and stored for the winter. The cost of the Mobi-Mat is \$2,600.

**850-6095 – BEACH CLEANING - \$8,500**

Twice weekly, beach cleaning services for Blue Shuttters beach to maintain safe beaches free of debris. Must be cleaned 34 times this season at a cost of \$250 each cleaning. Twice weekly, beach cleaning services for Charlestown beach to maintain safe beaches free of debris. This number is up by 8 times due to the extended beach season.

**850-6095 – BEACH CLEANING – COVID - \$3,000**

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**Blue Shuttters Beach TOTAL REQUESTED BUDGET - \$172,417**

**SUPPLEMENTAL INFORMATION**  
**FY2022 - 2023**

**900 - DEBT SERVICE:**

**900-9005 – \$2M OPEN SPACE BOND 2015 PRINCIPAL - \$210,000**

Principal payment on Open Space Bonds was issued in summer 2014. Authority given in fiscal year 2004 for \$2 million. The bond will be payable from 2014 to 2025.

**900-9006 – \$1.19M BEACH PAVILION BOND 2015 PRINCIPAL - \$54,338**

Principal payment on 20-year bond for Beach Pavilions. Authority given in fiscal year 2011 for \$1.19 million. The bond will be payable from 2014 to 2034.

**900-9007 – \$1M AFFORDABLE HOUSING BOND 2015 PRINCIPAL - \$45,662**

Principal payment on 20-year bond for Affordable Housing. Authority given in fiscal year 2006 for \$1 million. The bond will be payable from 2014 to 2034.

**900-9008 - \$1M RECREATION BOND PRINCIPAL – \$100,000**

Principal payment on 10-year bond for Recreation issued November 2016. Authority given June 2015. The bond will be payable from 2017 to 2027.

**900-9021 – \$3M OPEN SPACE BOND PRINCIPAL - \$145,000**

Principal payment on Series “A” Open Space Bonds issued in February 2004. Authority given in fiscal year 2000 for \$2 million and in year 2002 for \$1 million. The bond is payable from February 2005 to February 2024.

**900-9026 – \$3M OPEN SPACE BOND INTEREST - \$6,906**

Open space bond interest payable for fiscal year 2023.

**900-9029 – \$1M AFFORDABLE HOUSING INTEREST - \$25,799**

Affordable Housing bond interest payable for fiscal year 2023.

**900-9031 – \$2M OPEN SPACE INTEREST - \$11,610**

Open space bond interest payable for fiscal year 2023.

**SUPPLEMENTAL INFORMATION**  
**FY2022 - 2023**

**900 - DEBT SERVICE (cont'd):**

**900-9032 - \$1.19M BEACH PAVILION INTEREST - \$30,701**

Beach Pavilions bond interest payable for fiscal year 2023.

**900-9033 - \$1M RECREATION BOND INTEREST - \$12,567**

Recreation bond interest payable for fiscal year 2023.

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**Debt Service TOTAL REQUESTED BUDGET - \$642,583**

## TOWN OF CHARLESTOWN

Fiscal Year 2022-2023

## EXPENDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved	FY2022 Amended Budget	FY2022 Actual as of Dec 31, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
01.920.5005.000	EXPENDITURE	In Lieu Health Insurance	\$10,830	\$9,967	\$12,817	\$12,817	\$5,420	\$12,500	\$12,500	\$12,500	\$12,500
01.920.5004.000	EXPENDITURE	CPMA Degree Incentive	\$0	\$0	\$0	\$0	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
01.920.5004.001	EXPENDITURE	CPMA Tuition Reimbursement	\$0	\$0	\$0	\$0	\$0	\$6,000	\$6,000	\$6,000	\$6,000
01.920.5010.000	EXPENDITURE	Town Funded Retiree Pensions	\$11,588	\$5,509	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.920.5015.000	EXPENDITURE	Vacation Buyouts	\$18,562	\$22,112	\$26,825	\$26,825	\$23,809	\$26,825	\$26,825	\$26,825	\$26,825
01.920.9205.000	EXPENDITURE	FICA Tax	\$390,380	\$425,449	\$432,000	\$444,801	\$233,138	\$458,145	\$458,145	\$458,145	\$458,145
01.920.9210.000	EXPENDITURE	Health Insurance	\$1,095,264	\$1,147,972	\$1,176,386	\$1,176,386	\$685,620	\$1,258,733	\$1,258,733	\$908,156	\$908,156
01.920.9210.008	EXPENDITURE	OPEB Trust Fee	\$18,778	\$20,903	\$17,500	\$17,500	\$13,086	\$26,826	\$26,826	\$26,826	\$26,826
01.920.9215.000	EXPENDITURE	Delta Dental	\$56,861	\$52,361	\$52,917	\$52,917	\$32,059	\$55,563	\$55,563	\$46,461	\$46,461
01.920.9220.000	EXPENDITURE	Life Insurance	\$16,189	\$18,871	\$17,085	\$17,085	\$8,166	\$18,452	\$18,452	\$18,452	\$18,452
01.920.9225.000	EXPENDITURE	Employer Pension Contr -	\$712,593	\$792,817	\$907,000	\$960,330	\$409,435	\$1,023,292	\$1,023,292	\$1,023,292	\$1,023,292
01.920.9240.000	EXPENDITURE	Unemployment Expenses	\$7,385	\$259	\$10,000	\$10,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000
01.920.9250.000	EXPENDITURE	Employee Asst Program	\$1,800	\$2,108	\$2,800	\$2,800	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
			<b>\$2,340,230</b>	<b>\$2,498,327</b>	<b>\$2,655,330</b>	<b>\$2,721,460</b>	<b>\$1,424,732</b>	<b>\$2,910,335</b>	<b>\$2,910,336</b>	<b>\$2,550,657</b>	<b>\$2,550,657</b>
01.940.9435.000	EXPENDITURE	Auditing Service	\$33,075	\$28,056	\$42,000	\$42,000	\$35,004	\$42,000	\$42,000	\$42,000	\$42,000
01.940.9440.000	EXPENDITURE	Town Solicitor	\$131,793	\$126,871	\$131,160	\$131,160	\$59,850	\$131,160	\$131,160	\$131,160	\$131,160
01.940.9445.000	EXPENDITURE	Special Service/Legal	\$29,005	\$27,137	\$30,000	\$30,000	\$20,495	\$30,000	\$30,000	\$30,000	\$30,000
01.940.9450.000	EXPENDITURE	Miscellaneous Legal	\$21,120	\$14,799	\$30,000	\$30,000	\$14,375	\$30,000	\$30,000	\$30,000	\$30,000
01.940.9455.000	EXPENDITURE	Risk Assessment Study-FB Reserve	\$0	\$42,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.940.9475.000	EXPENDITURE	Finance/IT/Administration Study	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000
01.940.9480.000	EXPENDITURE	Town-Wide Survey	\$5,680	\$0	\$15,000	\$15,000	\$0	\$15,000	\$0	\$0	\$0
			<b>\$220,672</b>	<b>\$238,862</b>	<b>\$248,160</b>	<b>\$248,160</b>	<b>\$129,724</b>	<b>\$248,160</b>	<b>\$233,160</b>	<b>\$273,160</b>	<b>\$273,160</b>
01.950.9550.000	EXPENDITURE	Town Insurance	<b>\$244,672</b>	<b>\$292,698</b>	<b>\$311,815</b>	<b>\$311,815</b>	<b>\$294,360</b>	<b>\$332,083</b>	<b>\$332,083</b>	<b>\$322,884</b>	<b>\$322,884</b>
01.960.9625.000	EXPENDITURE	Council Contingency Fund	\$7,412	\$489	\$50,000	\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000
01.960.9625.002	EXPENDITURE	Contingency for Collective Bargaining	\$0	\$0	\$205,150	\$0	\$0	\$0	\$0	\$0	\$0
01.960.9625.003	EXPENDITURE	Contingency for Longevity Collective Bargaining	\$0	\$0	\$7,150	\$0	\$0	\$0	\$0	\$0	\$0
			<b>\$7,412</b>	<b>\$489</b>	<b>\$262,300</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>

**SUPPLEMENTAL INFORMATION**  
**FY2022- 2023**

**920 - EMPLOYEE BENEFITS:**

**920-5005 - IN LIEU OF HEALTH INSURANCE - \$12,500**

Employee option payment for non-participation in health coverage. Currently includes six municipal employees.

**920-5004 - CPMA Degree Incentive- \$12,000** (per CPMA FY22-24 contract)

**920-5004.1 - CPMA TUITION REIMBURSEMENT- \$6,000** (per CPMA FY22-24 contract)

Three employees are reported that they are planning to take courses in FY22-23.

**920-5010 - RETIREES' SALARIES - \$0.00**

Covers one employee and the spouse of an employee who retired with Town pensions prior to the Town's participation in State system.

**920-5015 – VACATION BUYOUT - \$26,825**

CPMA agreement allows the buyout of one week of vacation.

**920-9205 - FICA TAX EXPENSE - \$458,145**

Calculated @ 7.65% of estimated total payroll.

**920-9210 - HEALTH INSURANCE - \$908,156**

The health insurance calculation is funded with a projected rate decrease of 5% over the current year actual costs for all employees. In FY 2009, the Town became a member of the Governmental Health Group of Rhode Island. This group provides health insurance to approximately 32 Rhode Island cities, towns, and school districts on a self-funded basis. Full-time employees are required to co-pay 20% of their health insurance premium. Retirees covered with health benefits with no co-pay include 5 former municipal employees and 9 former police officers. Of these, 11 individuals are on Plan 65. There are 6 former police officers and one municipal employee who pay between 15 and 20% for their health insurance. An eyeglass/contact lens benefit at \$150 per year per employee is also funded in this account for full time employees.

The Post-Employment Benefits account is now fully funded and future General Fund health insurance expenses for retirees will be paid by the fund, not current taxpayers. This year the amount is approximately a \$200,000 decrease of our insurance cost.

**SUPPLEMENTAL INFORMATION**  
**FY2022- 2023**

**920 - EMPLOYEE BENEFITS (cont'd):**

**920-9210 OPEB TRUST FEE - \$26,826**

The RI Interlocal Trust OPEB funding Program plan is managed by Vanguard. The Trust earn a higher rate of investment income due to number of members. The fees are based on plan activities and performance. We may have an increase in fees due to increase in activities like distributions.

**920-9215 - DENTAL INSURANCE - \$46,461**

Dental premiums for all full-time employees and two retirees are projected at an decrease of 12% above the FY22 rates.

**920-9220 - LIFE INSURANCE - \$18,452**

Premiums for insurance coverage per Union and Municipal Management Agreements.

**920-9225 - RETIREMENT - \$1,023,292**

Cost to the Town for participation in the Rhode Island Employees' Retirement System for municipal and police personnel. FY 2023 municipal employer rate calculated @ 7.08 % for the Defined Benefit Plan and 1% for the Defined Contribution Plan, 9.25% for employees with 20 years of service as of 6/30/12 for the Defined Benefit Plan, and Police rate calculated @ 36.2%, for the Defined Benefit plan. FY22 rates were 7.42% for Municipal and 34.25% for Police. Also included is a 2% contribution of annual base salary for the Town Administrator into the Town ICMA Defined Contribution plan.

**920-9240 - UNEMPLOYMENT - \$10,000**

Costs incurred by the Town for seasonal employees' unemployment benefits and severed employees.

**920-9250 - EMPLOYEE ASSISTANCE PROGRAM - \$2,000**

Crisis referral service designed for persons in need of counseling. This is the yearly fee for up to 70 employees.

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**Employee Benefits TOTAL REQUESTED BUDGET - \$2,550,657**

**SUPPLEMENTAL INFORMATION**  
**FY2022 – 2023**

**940 - PROFESSIONAL SERVICES:**

**940-9435 – AUDITING SERVICE - \$42,000**

Estimated cost for preparation of annual audit and professional services for fiscal year ending June 30, 2022. Additional costs incurred during the audit are estimated based on historical costs.

**940-9440 – TOWN SOLICITORS - \$131,160**

Legal services required by the Town in the normal course of business:

Town Solicitor Peter Ruggiero (per contract effective 12/14/20)	\$83,160	Town Council, Planning, Zoning
Town Solicitor Robert E. Craven (per contract effective 12/14/20)	\$24,000	Probate, Prosecution
Asst. Solicitor Joseph Larisa (per contract effective 12/8/14)	\$24,000	Narragansett Indian Tribe
	\$131,160	

**940-9445 – SPECIAL LEGAL SERVICES - \$30,000**

Legal services rendered by the Solicitor or special counsel authorized on a case-by-case basis by the Town Council related to litigation.

**940-9450 – MISCELLANEOUS LEGAL COSTS - \$30,000**

Premiums for insurance coverage per Union and Municipal Management Agreements.

Labor Matters

Arbitration Costs

Transcriptions

Stenographers

RI Manager's Retainer of Labor Counsel

**940-9475 – FINANCE/ IT / ADMINISTRATION STUDY - \$40,000**

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**Professional Service TOTAL REQUESTED BUDGET - \$273,160**

**SUPPLEMENTAL INFORMATION**  
**FY2022 - 2023**

**950 - TOWN INSURANCE:**

**950-9550 – TOWN INSURANCE - \$332,884**

Premiums for property, liability, and worker's compensation coverage. This also includes flood insurance for the two beach pavilions. Liability insurance maintained at \$5 million for budget year 2022. Average deductible per occurrence is \$2,500.

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**Town Insurance TOTAL REQUESTED BUDGET - \$332,884**

**SUPPLEMENTAL INFORMATION**  
**FY2022 - 2023**

**960 – COUNCIL CONTINGENCY:**

**960-9625 – TOWN COUNCIL CONTINGENCY - \$50,000**

Funds set aside for emergencies and items not budgeted. Money expended with Town Council approval.

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**Council Contingency TOTAL REQUESTED BUDGET - \$50,000**

## TOWN OF CHARLESTOWN

Fiscal Year 2022-2023

## EXPENDITURE DETAIL

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved	FY2022 Amended Budget	FY2022 Actual as of Dec 31, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
01.990.9700.000	EXPENDITURE	CEMA Emergency Generator	\$0	\$0	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0
01.990.9703.000	EXPENDITURE	Charlestown Beach Rd Engineering & Permitting	\$0	\$0	\$20,000	\$20,000	\$14,750	\$20,000	\$20,000	\$20,000	\$20,000
01.990.9704.000	EXPENDITURE	Charlestown Beach Rd Asphalt Surface	\$0	\$0	\$0	\$0	\$0	\$750,000	\$0	\$0	\$0
01.990.9707.000	EXPENDITURE	UAV - Light Detection & Ranging (LiDAR)	\$0	\$0	\$18,000	\$18,000	\$17,299	\$0	\$0	\$0	\$0
01.990.9708.000	EXPENDITURE	UAV - Beach Shark Detection & Safety (2)	\$0	\$0	\$6,000	\$6,000	\$5,968	\$5,000	\$5,000	\$5,000	\$5,000
01.990.9711.000	EXPENDITURE	Parks & Rec - Ford Explorer (Replacement)	\$0	\$0	\$31,000	\$31,000	\$0	\$0	\$0	\$0	\$0
01.990.9712.000	EXPENDITURE	Parks & Rec - Ford Hybrid	\$0	\$0	\$27,500	\$27,500	\$0	\$0	\$0	\$0	\$0
01.990.9713.000	EXPENDITURE	Police - HVAC	\$0	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0
01.990.9714.000	EXPENDITURE	Police - Ferriz-Z Lawn Mower	\$0	\$0	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$0
01.990.9715.000	EXPENDITURE	Police - 800 MHZ Radio System Upgrade	\$0	\$0	\$90,000	\$90,000	\$84,062	\$0	\$0	\$0	\$0
01.990.9716.000	EXPENDITURE	Public Works Fuel Management System	\$0	\$0	\$50,000	\$50,000	\$0	\$470,031	\$100,000	\$0	\$0
01.990.9717.000	EXPENDITURE	Public Works Portable Air Jacks	\$0	\$0	\$7,600	\$7,600	\$1,658	\$0	\$0	\$0	\$0
01.990.9718.000	EXPENDITURE	Old Mill Road Reconstruction	\$0	\$0	\$1,800,000	\$1,800,000	\$1,800,000	\$0	\$0	\$0	\$0
01.990.9719.000	EXPENDITURE	Assessor - Pictometry Oblique Property Photos	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0
01.990.9720.000	EXPENDITURE	Residential "Knox Box" Program	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0
01.990.9721.000	EXPENDITURE	Coastal Ponds - Public Access Feasibility	\$0	\$0	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0
01.990.9820.000	EXPENDITURE	Addition to Scale Station Kiosk	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0
01.990.9821.000	EXPENDITURE	Town Hall Office Expansion	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0
01.990.9822.000	EXPENDITURE	Blue Shutters/ Town Beach Repairs	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0
01.990.9823.000	EXPENDITURE	Sr. Center Pavilion	\$0	\$0	\$0	\$0	\$0	\$187,882	\$0	\$0	\$0
01.990.9824.000	EXPENDITURE	E-Permitting Software (Building Dept)	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000	\$60,000	\$60,000
01.990.9825.000	EXPENDITURE	Computer Server & Network Replacement	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000	\$100,000
01.990.9826.000	EXPENDITURE	Police Admin SUV	\$0	\$0	\$0	\$0	\$0	\$59,000	\$0	\$0	\$0
01.990.9827.000	EXPENDITURE	Police Furniture Replacement	\$0	\$0	\$0	\$0	\$0	\$12,000	\$0	\$0	\$0
01.990.9901.000	EXPENDITURE	Police Cruisers (2)	\$75,223	\$127,812	\$88,400	\$88,400	\$0	\$120,573	\$120,537	\$120,537	\$120,537
01.990.9902.000	EXPENDITURE	Police Admin Car	\$0	\$0	\$44,200	\$44,200	\$0	\$58,901	\$0	\$58,901	\$58,901
01.990.9904.000	EXPENDITURE	Police Bullet Proof Vests	\$18,051	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9906.000	EXPENDITURE	Police Computers & Mobile Data Terminals	\$11,917	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9910.000	EXPENDITURE	DPW Highway Sanders (2)	\$0	\$15,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9911.000	EXPENDITURE	DPW Pick-up Truck w/Dump & Plow	\$0	\$53,596	\$0	\$0	\$0	\$98,253	\$98,253	\$98,253	\$98,253
01.990.9916.000	EXPENDITURE	DPW Dump/Plow/Sander (1)	\$134,635	\$128,342	\$140,000	\$140,000	\$0	\$151,868	\$151,868	\$151,868	\$151,868
01.990.9917.000	EXPENDITURE	GIS Trimble R8s GPS	\$0	\$17,692	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9921.000	EXPENDITURE	Town Security System	\$47,436	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9926.000	EXPENDITURE	Animal Shelter Building Repairs	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9927.000	EXPENDITURE	Police Station Physical Training & Fitness Room	\$0	\$25,994	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9930.000	EXPENDITURE	Animal Shelter - Septic System	\$25,985	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9932.000	EXPENDITURE	Little Nini Beach Stairs	\$17,635	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9933.000	EXPENDITURE	DPW Open Top Container - CRCC	\$11,200	\$12,664	\$3,600	\$3,600	\$0	\$3,600	\$3,600	\$0	\$0
01.990.9937.000	EXPENDITURE	DPW - Backhoe Loader	\$158,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9940.000	EXPENDITURE	Tennis Courts - Ninigret Park	\$0	\$124,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9942.000	EXPENDITURE	CRCC-Front End Loader	\$0	\$186,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9943.000	EXPENDITURE	GIS Wide Format Scanner	\$0	\$6,264	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9944.000	EXPENDITURE	GIS Large Format Printer	\$0	\$6,663	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9946.000	EXPENDITURE	GIS Aerial Drone & Thermal Camera	\$0	\$33,035	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000	\$15,000
01.990.9954.000	EXPENDITURE	Charlestown Town Beach Parking Lot	\$115,720	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9958.000	EXPENDITURE	Police Fuel Management System	\$0	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0
01.990.9960.000	EXPENDITURE	Ambulance	\$0	\$0	\$0	\$0	\$0	\$0	\$373,628	\$373,628	\$373,628
01.990.9961.000	EXPENDITURE	DPW Asphalt Resurfacing	\$90,969	\$109,037	\$127,255	\$127,255	\$0	\$127,255	\$127,255	\$177,255	\$177,255
01.990.9966.000	EXPENDITURE	Renovation - Softball Field @ Wicklund	\$0	\$9,703	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9967.000	EXPENDITURE	CEMA Building - Exterior Paint	\$0	\$12,535	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9968.000	EXPENDITURE	Automated External Defibrillators	\$0	\$0	\$0	\$0	\$0	\$0	\$36,989	\$36,989	\$36,989

**TOWN OF CHARLESTOWN**

Fiscal Year 2022-2023

**EXPENDITURE DETAIL**

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved	FY2022 Amended Budget	FY2022 Actual as of Dec 31, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
01.990.9983.000	EXPENDITURE	Blue Shutters Beach Pavilion Repairs	\$0	\$4,527	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9991.000	EXPENDITURE	Town Vehicles	\$128,058	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9992.000	EXPENDITURE	Police Station Communication Tower	\$164,264	\$18,620	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**TOWN OF CHARLESTOWN**  
**Five Year Capital Improvement Plan**  
**General Worksheet**  
**Five Year Capital Plan FY2022 - FY2026**

<b>Department</b>	<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>
<b>Ambulance &amp; Rescue</b>	<b><i>Vehicles &amp; Equipment</i></b>					
	Ambulance		325,000			
<b>Subtotal</b>		<b>0</b>	<b>325,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Animal Control</b>	<b><i>Buildings</i></b>					
	Animal Shelter Building					
	Exterior				5,000	5,000
	Roof					
	HVAC					
	Electrical					
	Parking Lot Paving & Landscaping		25,000			
	Kennel Storage Shed				5,000	5,000
	On Site Waste Water (Septic System)					
	On Site Water Supply (Public Well)					
	<b><i>Vehicles &amp; Equipment</i></b>					
	2019 Ford Van					
<b>Subtotal</b>		<b>0</b>	<b>25,000</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>
<b>Building Official</b>	<b><i>Vehicles &amp; Equipment</i></b>					
	2016 Ford Explorer					
	2017 Ford Explorer					
	2020 Ford Explorer					
<b>Subtotal</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<u>Department</u>	<u>Description</u>	FY2022	FY2023	FY2024	FY2025	FY2026
<b>Conservation Commission</b>	South Farm Sheep Shed					
	Wayfinding Signs			5,000		5,000
<b>Subtotal</b>		<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>
<b>Emergency Management</b>	<b><i>Buildings</i></b>					
	Ninigret Park - Summer Office					
	Exterior Painting					
	Roof					15,000
	HVAC		5,000			
	Electrical			5,000		
	Parking Lot Paving & Landscaping					10,000
	On Site Waste Water (Septic System)					
	On Site Water Supply (Public Well)					
	<b><i>Vehicles &amp; Equipment</i></b>					
	2012 Ford Expedition Replacement			30,000		
	1993 Humvee					50,000
	2009 Haulmark Trailer			6,000		
	Police Station EOC Furniture Replacement (table and chairs)					
	Tesla Power Wall Battery (EOC and Summer Office)		20,000			
	Emergency Generator	20,000				
	ProPac Inflatable Drive Through Shelter					
<b>Subtotal</b>		<b>20,000</b>	<b>25,000</b>	<b>41,000</b>	<b>0</b>	<b>75,000</b>
<b>Environmental Resilience &amp; Adaptation</b>	Risk Assessment					30,000
	<b><i>Buildings</i></b>					
	Design/Engineering		25,000	25,000	25,000	25,000
	Construction		100,000	100,000	100,000	100,000
	<b><i>Infrastructure</i></b>					
	Design/Engineering/Permitting		50,000	50,000	50,000	50,000
	Shumankanuc Hill Road - Drainage					
	Ridgewood Road - Drainage					
	Charlestown Beach Road - Engineering & Permitting	20,000				
	Ladyslipper & Old Coach Rd					
	<b><i>Construction</i></b>		100,000	100,000	100,000	100,000

Department	Description	FY2022	FY2023	FY2024	FY2025	FY2026
	Charlestown Beach Road - Asphalt Surface					
	Mohawk Trail - Drainage					
	<b>Maintenance</b>					
	Tree Removal		50,000	50,000	50,000	50,000
	Waterfront Property Survey					
	<b>Subtotal</b>	<b>20,000</b>	<b>325,000</b>	<b>325,000</b>	<b>325,000</b>	<b>355,000</b>
<b>Geographic Information Service</b>	<b>Vehicles &amp; Equipment</b>					
	2017 Ford Interceptor					
	2016 Carolina Skiff					
	2016 Boat Trailer					
	Large Format Printer					
	Wide Format Scanner					
	Unmanned Aerial Vehicle (UAV) & Thermal Camera					34,000
	Unmanned Aerial Vehicle (UAV) Light Detection & Ranging (LiDAR)	18,000				
	Unmanned Aerial Vehicle (UAV) Photogrammetry Camera		9,000			
	Unmanned Aerial Vehicle (UAV) - Beach Shark Detection & Safety (2)	6,000				
	Trimble RTK-GPS					
	<b>Subtotal</b>	<b>24,000</b>	<b>9,000</b>	<b>0</b>	<b>0</b>	<b>34,000</b>
<b>Harbor Master/Coastal Ponds</b>	<b>Public Access</b>					
	Town Dock/ Town Dock Road Access Parking					
	Boat Garage					100,000
	Public Access Feasibility & Conceptual Design	15,000				
	<b>Vehicles</b>					
	2010 Ford F150			45,000		
	<b>Boats and Trailers</b>					
	1985 14' McKee Craft Boat			7,000		
	2009 Shore Land'r Trailer			3,500		
	2012 14' Starcraft Aluminum Skiff					
	2013 Sea Lion Boat Trailer					
	1990 22' Boston Whaler Boat		18,000			
	2014 Venture Boat Trailer					

<u>Department</u>	<u>Description</u>	FY2022	FY2023	FY2024	FY2025	FY2026
	2014 20' Pioneer 197LE Boat					
	2014 WESCO Trailer					
	Multi-Purpose Patrol Boat					
	<b>Equipment</b>					
	Mobile Computers					
	Portable 2-Way Radios		8,900			18,000
	Ninigret Pond Wireless/Solar Camera System			40,000		
	<b>Subtotal</b>	<b>15,000</b>	<b>26,900</b>	<b>95,500</b>	<b>0</b>	<b>118,000</b>
<b>Information Technology</b>	Ninigret Park - Wi-Fi Public Access		175,000	175,000		
	<b>Subtotal</b>	<b>0</b>	<b>175,000</b>	<b>175,000</b>	<b>0</b>	<b>0</b>
<b>Parks and Recreation</b>	<b>Buildings/Structures - Ninigret Park</b>					
	Ninigret Park Basketball Courts		8,000			
	Ninigret Park Concession					
	Ninigret Park Criterion Course - Paving		100,000			
	Ninigret Park Garage		5,000			
	Ninigret Park Horse Barn - removal and replacement				50,000	50,000
	Ninigret Park Judge's Stand		3,000			
	Ninigret Park Multi-Purpose Bike Path - Resurfacing					
	Ninigret Park Pavilion					
	Ninigret Park Playground		10,000		10,000	
	Ninigret Park Residence		5,000		5,000	5,000
	Ninigret Park Restrooms			10,000		
	Ninigret Park Scoreboard/Fence Removal					
	On Site Waste Water (Septic System)			5,000		
	On Site Water Supply (Public Well)				5,000	
	Ninigret Park Storage Building				75,000	
	Ninigret Park Dog Park Shed					
	Ninigret Park Tennis Courts (4)					
	Ninigret Park-Tennis Courts (4)					
	<b>Buildings - Charlestown Beach</b>					

<u>Department</u>	<u>Description</u>	FY2022	FY2023	FY2024	FY2025	FY2026
	Charlestown Beach Pavilion					
	Exterior		10,000			10,000
	Roof					
	HVAC					
	Electrical			5,000		
	Parking Lot Paving & Landscaping			25,000		25,000
	On Site Waste Water (Septic System)					
	On Site Water Supply (Public Well)					
	Charlestown Beach Ticket Booth		15,000			
	<b><i>Buildings - Sam Ferretti Blue Shutters Beach</i></b>					
	Blue Shutters Beach Pavilion					
	Exterior			5,000		5,000
	Roof					
	HVAC					
	Electrical			5,000		
	Parking & Landscaping				25,000	
	On Site Waste Water (Septic System)					
	On Site Water Supply (Public Well)					
	<b><i>Buildings - Community/Senior Center</i></b>					
	Senior/Community Center Building					
	Exterior			5,000		
	Roof					
	HVAC					
	Electrical		5,000			
	Parking Lot Paving & Landscaping			75,000		
	On Site Waste Water (Septic System)					
	On Site Water Supply (Public Well)					
	Senior Center Garage				5,000	5,000
	<b><i>Vehicles &amp; Equipment</i></b>					
	Stove & Dishwasher - Senior Center		15,000			
	Automatic Floor Scrubber				3,000	
	Freezer			3,000		
	Refrigerator					2,500
	Wicklund Field Tennis Courts					

<u>Department</u>	<u>Description</u>	FY2022	FY2023	FY2024	FY2025	FY2026
	Wicklund Park-Baseball Backstop Removal					
	Wicklund Park Benches/Field Maintenance			5,000		
	Columbia Heights Playground					
	Columbia Heights Playground Equipment		5,000		5,000	5,000
	Columbia Heights 1/2 Basketball Court Resurfacing				8,000	8,000
	<b><i>Buildings - Pawaget Park</i></b>					
	Park Shed					
	Exterior		5,000			5,000
	Roof					
	Electrical					
	Parking Lot & Landscaping			5,000		5,000
	On Site Water Supply (Public Well)			25,000		
	Playground & Equipment					
	<b><i>Vehicles &amp; Equipment</i></b>					
	2020 Passenger Van (replace 2010 Chevrolet HHR 1LT)					
	2010 Chevrolet HHR 1LT - Replace with Ford Explorer	31,000				
	2010 Chevrolet HHR 1LT -Replace with Ford Hybrid	27,500				
	2020 Ford Explorer					
	<b>Subtotal</b>	<b>58,500</b>	<b>186,000</b>	<b>173,000</b>	<b>191,000</b>	<b>125,500</b>
<b>Police</b>	Building					
	Exterior		10,000		10,000	10,000
	Roof				75,000	75,000
	HVAC	50,000			100,000	
	Electrical		25,000			
	Parking Paving & Landscape			150,000		
	On Site Waste Water (Septic System)					
	On Site Water Supply (Public Well)					
	Police Station Communication Tower					
	Fitness and Training Room					
	Fuel Management System	50,000				
	Dispatch Center		100,000			

<u>Department</u>	<u>Description</u>	FY2022	FY2023	FY2024	FY2025	FY2026
	Emergency Generator					
	Vehicles & Equipment					
	Police Dress Blouse Coats					
	Radio Replacement (Portables / Mobiles)					50,000
	Administrative Car		35,000			
	1992 Humvee				40,000	
	1995 Humvee			40,000		
	2003 Karavan Trailer				3,000	3,000
	2005 Freightliner MT-45				150,000	
	2009 Traffic Speed Trailer FD306 ATS5 White		10,000			
	2010 Ford Taurus (Replace with 2021 Ford Interceptor SUV)	44,200				
	2014 Ford Explorer		45,800			45,800
	2014 Ford Police Interceptor	44,200				
	2014 Ford Police Interceptor	44,200				
	2014 Ford Taurus				45,800	
	2015 ATS Speed Trailer					10,000
	2016 Ford Interceptor				45,800	48,500
	2016 Ford Interceptor				45,800	48,500
	2017 Ford 113 Explorer Police AWD 4DR		48,500			
	2017 Ford 113 Explorer Police AWD 4DR		48,500			
	2017 Ford Explorer			48,500		
	2017 Ford Explorer			48,500		
	2017 Ford Explorer					
	2017 Ford F150			48,500		
	2018 Ford Explorer			48,500		
	2018 n/a ATS Speed Trailer					
	2018 Polaris ATV-18				5,000	5,000
	2018 Polaris ATV-18					
	2019 Ford Explorer			45,800		
	2019 Ford Explorer					
	2019 Ford Explorer					
	Police Ferris-Z Lawn Mower	7,000				
	Message Board					
	800 MHZ Radio System Upgrade	90,000				
<b>Subtotal</b>		<b>329,600</b>	<b>322,800</b>	<b>429,800</b>	<b>520,400</b>	<b>295,800</b>

**TOWN OF CHARLESTOWN**  
**Fiscal Year 2022-2023**  
**EXPENDITURE DETAIL**

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved	FY2022 Amended Budget	FY2022 Actual as of Dec 31, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
01.995.9625.000	EXPENDITURE	Transfer to Police Station Communication Tower (69)	\$0	\$31,380	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.995.9630.000	EXPENDITURE	Transfer to Denitrification Septic System Prototype (61)	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.995.9915.000	EXPENDITURE	Transfer to Revaluation Fund (21)	\$65,000	\$50,000	\$50,000	\$50,000	\$50,000	\$65,000	\$65,000	\$50,000	\$50,000
01.995.9916.000	EXPENDITURE	Transfer to Police Pension	\$0	\$1,000,000	\$230,000	\$230,000	\$0	\$0	\$0	\$0	\$0
01.995.9919.000	EXPENDITURE	Transfer to Open Space Bond Fund (72)	\$0	\$343,961	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0
01.995.9920.000	EXPENDITURE	Transfer to Environmental Resilience & Adaptation (48)	\$0	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$25,000	\$15,000	\$15,000
01.995.9926.000	EXPENDITURE	Transfer to Webbed Based GIS (84)	\$2,000.00	\$0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.995.9934.000	EXPENDITURE	Transfer to Tree Removal (38) <i>(moved to DPW Budget FY22)</i>	\$35,000.00	\$50,000.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.995.9945.000	EXPENDITURE	Transfer to Affordable Housing Fund	\$5,736.37	\$0.00	\$0	\$0	\$0	\$0	\$53,173	\$53,173	\$53,173
01.995.9947.000	EXPENDITURE	Transfer to Comprehensive Planning Fund (23)	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000	\$30,000	\$30,000
01.995.9958.000	EXPENDITURE	Transfer to Wastewater Testing (36)	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.995.9960.000	EXPENDITURE	CRCC Enterprise Transfer (05)	\$25,000	\$16,410	\$19,446	\$19,446	\$19,446	\$4,328	\$3,328	\$14,301	\$14,301
01.995.9965.000	EXPENDITURE	Employee Severance Benefit (22)	\$150,000	\$50,000	\$200,000	\$200,000	\$200,000	\$200,000	\$150,000	\$150,000	\$150,000
01.995.9985.000	EXPENDITURE	Transfer to Pond & Beach Preservation (80)	\$250,000	\$325,000	\$350,000	\$350,000	\$350,000	\$350,000	\$325,000	\$350,000	\$350,000
01.995.9990.000	EXPENDITURE	Health Care Rsv Fund (OPEB's)	\$250,000	\$325,000	\$285,000	\$285,000	\$285,000	\$50,000	\$50,000	\$0	\$0
01.995.9993.000	EXPENDITURE	Transfer to Legal Reserve (55)	\$15,200	\$124,651	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.995.9997.000	EXPENDITURE	Transfer to Landfill Monitoring (40)	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.995.9999.000	EXPENDITURE	Town Capital Maintenance Fund (75)	\$257,520	\$150,000	\$150,000	\$150,000	\$150,000	\$175,000	\$175,000	\$175,000	\$175,000
			\$1,090,456	\$2,741,402	\$1,299,446	\$1,299,446	\$1,069,446	\$989,328	\$876,501	\$837,474	\$837,474
		<b>Total Expenditures</b>	<b>\$26,672,888</b>	<b>\$29,519,251</b>	<b>\$30,244,048</b>	<b>\$30,262,047</b>	<b>\$17,293,614</b>	<b>\$31,397,927</b>	<b>\$29,613,008</b>	<b>\$28,939,953</b>	<b>\$28,939,953</b>

**SUPPLEMENTAL INFORMATION**  
**FY2022 - 2023**

**995 – TRANSFEERS OUT:**

**995-9915 -Transfer to Revaluation Fund (21)- \$ 50,000.00:**

To continue to set aside funds that will be needed to complete future Full and Statistical Revaluations in 2022, 2025 and 2028.  
Historical Revaluation Contract Costs (*Two Nine-Year Cycles*):

	<u>Contract Cost</u>	+	<u>Internal Materials Costs</u>	=	<u>Total Reval Cost</u>	<u>Parcel Count +/-</u>	<u>Cost /Parcel</u>
<b>2022 Full Town-wide Revaluation Project</b>	<b>\$264,500.00</b>		<b>\$1,000.00</b>		<b>\$265,500.00</b>	<b>6,400</b>	<b>\$41.48</b>
(Contract awarded on 12/13/2021 - project details may change slightly to a cost not to exceed \$280,000, per Town Council approval.)							
2019 Statistical Revaluation	\$80,000 + *		\$2,000.00		\$82,000 + *	6,400	\$12.81 + *
(* Reval Contract was priced with Assessor's office completing data entry and Informal Hearing - but Hearings will be re-directed to Contractor)							
2016 Statistical Revaluation	\$143,682.00		\$1,000.00		\$144,682.00	6,400	\$22.61
(NOTE: Assessor's Office assisted with limited data input + Pictometry oblique included)							
2013 Full Town-wide Revaluation	\$275,000.00		\$8,000.00		\$283,000.00	6,400	\$44.22
(NOTE: Assessor's Office assisted with limited data input + Pictometry oblique included)							
2010 Statistical Revaluation	\$99,200.00		\$500.00		\$99,700.00	6,400	\$15.58
(NOTE: Assessor's Office assisted with data input)							
2007 Statistical Revaluation	\$130,600.00		\$1,000.00		\$131,600.00	6,400	\$20.56
(NOTE: Assessor's Office had added employees from Vision Appraisal to assist with some data input)							

\*The current Rhode Island General Law requires tri-annual revaluations.

**995-9920 – Transfer to Environmental Resilience & Adaptation (Fund 48) - \$15,000**

**995-9993 – Transfer to Affordable Housing Fund - \$53,173**

This amount was transferred from General Fund.

**995-9625 – Transfer to Comprehensive Planning Fund (Fund 23)- \$30,000**

The town adopted a Comprehensive Plan. Such transfer would support project listed on the town's comprehensive plan.

**SUPPLEMENTAL INFORMATION**  
**FY2022 - 2023**

**995-9960 – CRCC SUBSIDY (Fund 05) - \$14,301**

Transfer to offset operating expenditures and capital improvements at the collection center.

**995-9965 – EMPLOYEE SEVERANCE BENEFIT FUND (Fund 22) - \$150,000**

Funds set-aside in a non-lapsing, non-transferable reserve account to be utilized when employees retire to offset costs of accumulated vacation, sick, and personal time per recommendation of auditors. \$50,000 decrease from prior year budget. Fund balance as of 12/31/2021 was \$865,914. Total liability for compensated absences on 6/30/2021 was \$1,288,656.

**995-9985 – Transfer to Pond & Beach Preservation (Fund 80)- \$350,000**

Funds to support projects that will improve the water quality of the three coastal salt ponds. Fund balance at 07/01/21 was \$664,893.50. FY22 Budget transfer increased fund balance to \$1,014,893.50.

**995-9999 – TOWN CAPITAL MAINTENANCE FUND (Fund 75) - \$175,000**

Funds for town-wide capital maintenance, projects, and renovations.

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**Transfers Out TOTAL REQUESTED BUDGET - \$837,474**

# TOWN OF CHARLESTOWN

Fiscal Year 2022 - 2023

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved Budget	FY2022 Adjusted Budget	FY2022 Actual as of Dec 22, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
05.000.3520.000	REVENUE	Interest Income	\$266	\$1,958	\$225	\$225	\$202	\$225	\$225	\$0	\$0
05.000.3530.000	REVENUE	Bag Tag Revenue	\$70,010	\$76,275	\$90,000	\$90,000	\$43,248	\$72,000	\$72,000	\$73,500	\$73,500
05.000.3540.000	REVENUE	General CRCC Revenue	\$98,474	\$107,837	\$70,000	\$70,000	\$57,178	\$90,000	\$90,000	\$103,000	\$103,000
05.000.3543.000	REVENUE	Recyclable Revenue	\$5,259	\$9,432	\$4,000	\$4,000	\$6,236	\$5,000	\$5,000	\$6,700	\$6,700
05.000.3550.000	REVENUE	Unclassified Revenue	\$25	\$197	\$0	\$0	\$0	\$150	\$150	\$150	\$150
05.000.3560.000	REVENUE	General Fund Subsidy	\$25,000	\$16,410	\$19,446	\$22,584	\$19,446	\$4,328	\$33,744	\$14,301	\$14,301
05.000.3565.000	REVENUE	CRCC Stickers	\$36,900	\$39,020	\$36,000	\$36,000	\$7,485	\$36,000	\$36,000	\$39,560	\$39,560
			<b>\$235,934</b>	<b>\$251,130</b>	<b>\$219,671</b>	<b>\$222,809</b>	<b>\$133,794</b>	<b>\$207,703</b>	<b>\$237,119</b>	<b>\$237,211</b>	<b>\$237,211</b>

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved Budget	FY2022 Adjusted Budget	FY2022 Actual as of Dec 14, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
05.000.4985.000	EXPENDITURE	Bank Charges	\$0	\$634	\$100	\$1,000	(\$228)	\$1,000	\$0	\$0	\$0
05.000.5010.000	EXPENDITURE	CRCC Wages	\$59,717	\$69,265	\$65,885	\$68,928	\$34,721	\$41,291	\$71,707	\$71,707	\$71,707
05.000.5010.004	EXPENDITURE	CRCC Longevity Wages	\$2,801	\$2,899	\$2,899	\$2,995	\$1,497	\$3,115	\$3,115	\$3,115	\$3,115
05.000.5015.000	EXPENDITURE	CRCC Seasonal Wages	\$12,024	\$2,713	\$12,288	\$12,288	\$0	\$15,360	\$15,360	\$15,360	\$15,360
05.000.5025.000	EXPENDITURE	CRCC Overtime Wages	\$2,215	\$4,527	\$2,800	\$2,800	\$3,807	\$4,500	\$4,500	\$4,500	\$4,500
05.000.6020.000	EXPENDITURE	Operating Supplies	\$2,620	\$1,259	\$2,800	\$2,800	\$305	\$2,800	\$2,800	\$2,000	\$2,000
05.000.6040.000	EXPENDITURE	Maintenance & Repairs	\$11,192	\$15,829	\$7,500	\$7,500	\$1,768	\$7,500	\$7,500	\$7,500	\$7,500
05.000.6045.000	EXPENDITURE	Uniforms, Boots, Safety Items	\$857.31	\$892.51	\$1,500	\$1,500	\$607	\$1,500	\$1,500	\$1,500	\$1,500
05.000.6046.000	EXPENDITURE	Utilities	\$12,383	\$11,982	\$15,000	\$15,000	\$4,422	\$15,000	\$15,000	\$15,000	\$15,000
05.000.6050.000	EXPENDITURE	CRCC Licensing	\$3,800	\$4,200	\$4,000	\$4,000	\$0	\$4,200	\$4,200	\$4,200	\$4,200
05.000.6055.000	EXPENDITURE	Waste Management	\$49,396	\$52,560	\$48,000	\$48,000	\$24,311	\$53,000	\$53,000	\$53,000	\$53,000
05.000.6060.000	EXPENDITURE	Waste Management Recycle	\$22,261	\$24,610	\$23,360	\$23,360	\$9,720	\$25,000	\$25,000	\$25,000	\$25,000
05.000.6075.000	EXPENDITURE	Tools & Equipment	\$0	\$0	\$1,010	\$1,010	\$250	\$1,010	\$1,010	\$1,010	\$1,010
05.000.9205.000	EXPENDITURE	FICA Tax	\$5,667	\$5,958	\$6,351	\$6,351	\$3,070	\$6,351	\$6,351	\$7,243	\$7,243
05.000.9210.000	EXPENDITURE	Health Insurance	\$15,679	\$18,225	\$15,120	\$15,120	\$1,347	\$15,120	\$15,120	\$15,120	\$15,120
05.000.9215.000	EXPENDITURE	Dental Insurance	\$1,254	\$1,215	\$945	\$945	\$213	\$945	\$945	\$945	\$945
05.000.9220.000	EXPENDITURE	Life Insurance	\$348	\$319	\$350	\$350	\$0	\$350	\$350	\$350	\$350
05.000.9225.000	EXPENDITURE	Employer Pension Contr -	\$5,237	\$5,055	\$5,620	\$5,620	\$617	\$4,908	\$4,908	\$4,908	\$4,908
05.000.9952.000	EXPENDITURE	Roll Off Container 5YR LP	\$0	\$0	\$0	\$0	\$0	\$1,930	\$1,930	\$1,930	\$1,930
05.000.9996.000	EXPENDITURE	Workers Comp Insurance	\$3,042	\$3,011	\$2,823	\$2,823	\$0	\$2,823	\$2,823	\$2,823	\$2,823
05.000.9999.000	EXPENDITURE	Depreciation	\$0	\$0	\$420	\$420	\$0	\$0	\$0	\$0	\$0
			<b>\$210,492</b>	<b>\$225,150</b>	<b>\$218,771</b>	<b>\$222,809</b>	<b>\$86,428</b>	<b>\$207,703</b>	<b>\$237,119</b>	<b>\$237,211</b>	<b>\$237,211</b>
		NET	\$25,442	\$25,979	\$900	(\$0)	\$47,367	\$0	\$0	\$0	\$0

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC):**

**REVENUES:**

**3520 – INTEREST INCOME \$225**

Interest income earned on average daily checking and investment account balances.

**3530 – BAG TAG REVENUE \$73,500**

Revenue derived from the sale of bags tags estimated at 24,500 bag tags at \$3.00 each.

**3540 – GENERAL CRCC REVENUE \$103,000**

Income realized from the disposal of white goods and demolition materials at the CRCC.

**3543 – CRCC RECYCLABLE REVENUE \$6,700**

Income realized from recyclable material deposited at the CRCC.

**3553 – UNCLASSIFIED REVENUE - \$150**

Miscellaneous revenues.

**3560 – GENERAL FUND SUBSIDY \$33,744**

Subsidy from the General Fund used to offset the costs of recycling and general operations. Any net income earned in this enterprise fund is specifically targeted to reduce the existing debt originated from net losses incurred in prior years.

**3565 – CRCC PERMITS \$39,560**

Revenue derived from the sale of annual CRCC entry stickers estimated at 1,978 (number sold in FY21) stickers at \$20.00 each.

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**CRCC BUDGETED REVENUE \$237,119**

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC) (cont'd):**

**CRCC EXPENDITURES:**

**5010 – WAGES \$74,822**

Wage rates and longevity amounts are based on the anticipated Teamsters Local 251 Collective Bargaining Agreement. Wages are currently provided for 4 days of CRCC operation: Monday, Thursday, Friday and Saturday.

	2022-2023		
	Wage	Longevity Amount	Longevity Years
Landfill Foreman (50% B&G, 50% CRCC)	31,151	3,115	
			Total
Landfill Laborer (20% B&G, 80% CRCC)	40,556		40,556
	71,707	3,115	\$ 74,822

**5015 – SEASONAL WAGES \$15,360**

Seasonal full-time employee (32 hours) at \$20.00/hour for 24 weeks.

**5025 – OVERTIME WAGES \$4,500**

Provides vacation and sick time replacements at the contracted wage scale for present CRCC employees.

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**CRCC EXPENDITURES (cont'd):**

**6020 – OPERATING SUPPLIES \$2,000**

Fuel, lubricating oil, grease, etc.

**6040 – MAINTENANCE & REPAIRS \$7,500**

Funds to repair and maintain compactors, loader, fuel pumps, general repairs, miscellaneous tools and annual scale calibration.

**6045 – UNIFORMS, BOOTS & SAFETY ITEMS \$1,500**

Uniforms, boots and other supplies for employees per their labor contract.

**6046 – UTILITIES \$15,000**

Telephone, heat and lights for the CRCC.

**6050 – CRCC LICENSING – \$4,200**

This account provides funds for the Licensing renewal of the transfer station/collection station and for the Leaf and Yard Waste Composting Facility License renewal. Renewals are due every 3 years (due June 2024). This account also provides funds for annual Compost Sampling at CRCC as required by RIDEM.

**6055 – WASTE MANAGEMENT \$53,000**

Cost to haul and dispose of municipal waste at the RIRRC landfill in Johnston, RI. The 2022 contracted haul cost is \$180/haul, plus \$54/ton disposal fee.

**6060 – WASTE MANAGEMENT RECYCLING \$25,000**

Cost to haul recyclables to Johnston, RI estimated at 100 hauls at \$180 per haul for FY 2021 and FY 2022. Disposal of recyclables is presently available at no cost per RIRRC contract.

**6075 – TOOLS & EQUIPMENT \$1010**

Small miscellaneous tools needed for CRCC operations.

**SUPPLEMENTAL INFORMATION**  
**FY2022-2023**

**CRCC EXPENDITURES (cont'd):**

**9205 – FICA TAX \$6,351**

7.65% of proposed payroll.

**9210 – HEALTH INSURANCE \$15,120**

50% of premiums for Foreman and 80% of premiums for Operator.

**9215 – DENTAL INSURANCE \$945**

50% of premiums for Foreman and 80% of premiums for Operator.

**9220 – LIFE INSURANCE \$350**

50% of premium for Foreman and 80% of premium for Operator.

**9225 – EMPLOYEE RETIREMENT \$4,908**

50% of ER contribution for Foreman and 80% of ER contribution for Operator.

**9952 – ROLL-OFF CONTAINER (capital improvement) \$1,930**

Cost to lease purchase a 50 cubic yard roll-off container used to store and haul waste. Total estimated lease expense is \$7,325 (\$6.6k principal + \$700 interest) over 5 years.

**9996 – WORKERS COMPENSATION INSURANCE \$2,823**

Calculated at 4.33% of wages.

**9997 – DEPRECIATION \$0**

Based fixed asset database projection for depreciation.

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**CRCC REQUESTED EXPENDITURES \$236,319**

**TOWN OF CHARLESTOWN**

Fiscal Year 2022 - 2023

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved Budget	FY2022 Adjusted Budget	FY2022 Actual as of Dec 31, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
06.000.3525.000	REVENUE	Mooring Waiting List Application Fee	\$1,000	900.00	\$0	\$0	\$400	\$0	\$0	\$0	\$0
06.000.3535.000	REVENUE	Mooring Revenue	\$59,318	55,970.00	\$59,465	\$59,465	\$1,525	\$59,665	\$59,665	\$59,665	\$59,665
06.000.3536.000	REVENUE	Interest Income	\$122	882.91	\$200	\$200	\$93	\$200	\$200	\$200	\$200
06.000.3550.000	REVENUE	Miscellaneous Revenue	\$80	950.00	\$0	\$0	\$85	\$0	\$0	\$0	\$0
06.000.3555.000	REVENUE	Retained Earnings Transfer	\$0	0.00	\$7,323	\$7,323	\$16,730	\$16,336	\$16,336	\$16,336	\$16,336
			<b>\$60,520</b>	<b>58,702.91</b>	<b>\$66,988</b>	<b>\$66,988</b>	<b>\$18,833</b>	<b>\$76,201</b>	<b>\$76,201</b>	<b>\$76,201</b>	<b>\$76,201</b>

Account	Account Type	Description	FY2020 Audited	FY2021 Audited	FY2022 Approved Budget	FY2022 Adjusted Budget	FY2022 Actual as of Dec 22, 2021	FY2023 Dept. Request	FY2023 Town Administrator	FY2023 Budget Commission	FY2023 Town Council
06.000.4950.000	EXPENDITURE	Harbor Computer Maintenance	\$0	0.00	\$2,000	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$2,000
06.000.5015.000	EXPENDITURE	Harbor Master Wages	\$22,880	29,479.47	\$33,239	\$33,239	\$11,468	\$38,050	\$38,050	\$38,050	\$38,050
06.000.5025.000	EXPENDITURE	Harbor Master Overtime Wages	\$579	740.13	\$2,064	\$2,064	\$0	\$2,412	\$2,412	\$2,412	\$2,412
06.000.6015.000	EXPENDITURE	Dues & Subscriptions	\$0	0.00	\$100	\$100	\$0	\$100	\$100	\$100	\$100
06.000.6020.000	EXPENDITURE	Operating Supplies	\$4,953	3,605.79	\$3,545	\$3,545	\$829	\$2,900	\$2,900	\$2,900	\$2,900
06.000.6030.000	EXPENDITURE	Mooring Software fee	\$2,958	2,736.00	\$2,604	\$2,604	\$180	\$2,604	\$2,604	\$2,604	\$2,604
06.000.6035.000	EXPENDITURE	Fuel & Oil	\$1,800	2,515.52	\$2,745	\$2,745	\$885	\$3,000	\$3,000	\$3,000	\$3,000
06.000.6040.000	EXPENDITURE	Maintenance & Repairs	\$6,677	2,020.84	\$3,200	\$3,200	\$3,248	\$3,200	\$3,200	\$3,200	\$3,200
06.000.6050.000	EXPENDITURE	Professional Development	\$0	0.00	\$100	\$100	\$0	\$100	\$100	\$100	\$100
06.000.6075.000	EXPENDITURE	Tools & Equipment	\$1,993	5,218.16	\$2,000	\$2,000	\$136	\$2,800	\$2,800	\$2,800	\$2,800
06.000.6091.000	EXPENDITURE	Public Education & Outreach	\$0	0.00	\$1,000	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
06.000.6120.000	EXPENDITURE	Vehicle Maintenance/Repairs	\$3,968	1,531.52	\$2,000	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$2,000
06.000.6130.000	EXPENDITURE	Navigational Aids	\$2,310	2,278.96	\$2,000	\$2,000	\$181	\$2,500	\$2,500	\$2,500	\$2,500
06.000.6140.000	EXPENDITURE	Mooring Installation & Removal	\$0	36.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0
06.000.6160.000	EXPENDITURE	Harbor Management Plan Review	\$0	0.00	\$250	\$250	\$0	\$0	\$0	\$0	\$0
06.000.6170.000	EXPENDITURE	Maintenance of Town Dock	\$0	0.00	\$500	\$500	\$0	\$3,500	\$3,500	\$3,500	\$3,500
06.000.9205.000	EXPENDITURE	FICA Tax	\$1,795	2,342.03	\$2,701	\$2,701	\$1,905	\$3,095	\$3,095	\$3,095	\$3,095
06.000.9996.000	EXPENDITURE	Worker's Compensation Ins	\$1,304	1,500.00	\$1,500	\$1,500	\$0	\$1,500	\$1,500	\$1,500	\$1,500
06.000.9999.000	EXPENDITURE	Depreciation Expense	\$5,439	5,439.00	\$5,440	\$5,440	\$0	\$5,440	\$5,440	\$5,440	\$5,440
			<b>\$56,658</b>	<b>59,443.42</b>	<b>\$66,988</b>	<b>\$66,988</b>	<b>\$18,832</b>	<b>\$76,201</b>	<b>\$76,201</b>	<b>\$76,201</b>	<b>\$76,201</b>
		NET	<b>\$3,862</b>	<b>(740.51)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**HARBOR MASTER / COASTAL PONDS:**

**REVENUES:**

**3535 - MOORNG PERMIT REVENUE - \$59,465**

<b>Recreational Mooring Permits</b>	
Number of Permits	293
Fee	\$ 135
<b>Total</b>	<b>\$ 39,555</b>
<b>Waterfront Recreational Mooring Permits</b>	
Number of Permits	134
Fee	\$ 135
<b>Total</b>	<b>\$ 18,090</b>
<b>Commerical Mooring Permits</b>	
Number of Permits	7
Fee	260
<b>Total</b>	<b>\$ 1,820</b>
<b>TOTAL PERMITS</b>	<b>434</b>
<b>Total Projected Mooring Permit Fee Revenue</b>	<b>\$ 59,465</b>

**3536 - INTEREST INCOME - \$200**

Interest income earned on average daily checking and investment account balances.

**3555 - RETAINED EARNINGS TRANSFER - \$ 16,536**

Transfer from General Fund to offset operating expenditures of the Harbor Department

**TOTAL PROJECTED REVENUE FROM MOORING FEES AND TRANSFERS IN - \$ 76,201**

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**EXPENDITURES:**

**4950 – COMPUTER MAINTENANCE - \$2,000**

Equipment, software, and repairs for Harbor Department desktop, laptop, and patrol vessel mobile data terminals (MDT's).

**5015 – HARBORMASTER WAGES - \$38,050**

Wage rates for one (1) Harbormaster and three (3) Assistant Harbormasters appointed positions. The Harbormaster and Assistant Harbormasters are year-round positions; however, the Assistant Harbormasters are utilized primarily on a seasonal basis. Increase in both the Harbormaster and Asst Wages to competitive wages. Formerly \$22.85/\$18.12

**Harbormaster**

July 1 - June 30th

Rate            \$25.00

Hours           850

Wages           \$21,250

**Total Wages**

**\$38,050**

**Asst. Harbormasters**

July 1 - June 30th

Rate (Average)    \$21,00

Hours           800

Wages           \$16,800

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**EXPENDITURES (Cont'd):**

**5025 – HARBORMASTER OVERTIME WAGES - \$2,412**

Overtime and Holiday Wages for Harbor personnel at one and one-half (1 ½) times base hourly rate at a maximum of eight (8) hours for Memorial Day, Independence Day, and Labor Day

	<u>Harbor Master</u>	<u>Asst. Harbor Master</u>	<u>2nd Asst. Harbor Master</u>
Memorial Day	\$300	\$252	\$252
Independence Day	\$300	\$252	\$252
Labor Day	\$300	\$252	\$252

**6015 – DUES AND SUBSCRIPTIONS - \$100**

State Harbormaster Association membership dues.

Harbor Master Association Membership	\$65
Other Subscriptions and Memberships	\$35
<b>Total Dues and Subscriptions</b>	<b>\$100</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**EXPENDITURES (Cont'd):**

**6020 – OPERATING SUPPLIES - \$2,900**

Harbor department normal operating expenses to include office and mooring permit supplies, postage, and department wireless cellular/data plans.

Office Supplies					
		Envelopes	\$150	Mooring Permit Stickers	\$100
		Postage	\$250	Misc. Office Supplies	\$200
		Printing Supplies	\$400		
<b>Office Supplies Total</b>		<b>\$1,100</b>			
Verizon					
			Jan - Dec Per Month		
		Harbor Department Phone and Data	\$150		
<b>Total</b>			<b>\$1,800</b>	)	
<b>Verizon Total</b>		<b>\$1800</b>			

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**EXPENDITURES (Cont'd):**

**6030 – MOORING SOFTWARE FEE - \$2,604**

Online Mooring Service processing fee of six (6) dollars per processed new and renewal mooring permit applications on all mooring permit types. This total is based off a projected total of four-hundred and thirty-three (434) mooring permits.

Recreational Mooring Permits	293
Waterfront Mooring Permits	134
Commercial Mooring Permits	7
<b>Total Permits</b>	<b>434</b>
<b>Online Mooring Processing Fee (Per Issued Permit)</b>	<b>\$6.00</b>

**6035 – FUEL AND OIL - \$3,000**

Fuel and two-stroke oil needed for patrol vessels, and fuel for Harbor Department vehicle from police department fleet fuel pump. Increase over prior cost of fuel at \$3.65.

	<u>Gallons</u>	<u>Price Per Gallon (Projected)</u>	<u>Cost</u>
Boats	500	\$4.00	\$2000.00
Vehicle	400	\$4.00	\$800.00
		<b>Total</b>	<b>\$2,800.00</b>
2-Stroke Oil (Gals)	5		
Price Per Gallon (Projected)		\$40	<b>Total \$200</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**EXPENDITURES (Cont'd):**

**6040 – MAINTENANCE AND REPAIRS - \$3,200**

Seasonal maintenance and repairs to Harbor department patrol vessels. Includes spring commissioning for season, winterizing for storage in off season, and required maintenance and repairs to maintain in-service status.

**6050 – PROFESSIONAL DEVELOPMENT - \$100**

Training and seminars.

**6075 – TOOLS AND EQUIPMENT - \$2,800**

Tools for completing harbor related mooring duties, navigation safety markings, and vessel maintenance and repairs. Addition, replacement, or sustainment of patrol vessel safety equipment and electronic navigation equipment as required. Addition, replacement, or sustainment of computer equipment. Uniform allowance limited to uniform shirts.

**6091 – PUBLIC EDUCATION AND OUTREACH - \$1,000**

Public boating safety education and outreach via social media, publications, and seminars.

**6120 – VEHICLE MAINTENANCE AND REPAIRS - \$2,000**

Maintenance and repairs to Harbor Department pickup as required.

**6130 – NAVIGATIONAL AIDS - \$2,500**

Addition, replacement, and sustainment of navigational buoys and hardware for marking of the Charlestown and Quonochontaug breachways channels identifying the recommended navigational routes in and out of the ponds when entering and exiting the through the breachways. Navigational and regulatory buoys within Ninigret and Quonochontaug Ponds marking potential hazards to navigation and speed controlled no-wake zones. Hardware includes an anchor, chain, and shackles for securing buoys in a fixed location.

**6140 – HARBOR MANAGEMENT PLAN REVIEW - \$0**

Review, changes/amendments, and public notice advertisement costs associated with the towns approved Harbor Management Plan.

**6170 – TOWN DOCK MAINTENANCE - \$3,500** Maintenance and repairs to Town Dock.Repair to railings.

**SUPPLEMENTAL INFORMATION**  
**FY 2022-2023**

**EXPENDITURES (Cont'd):**

**9025 – FICA TAX - \$3,095**

7.65% of proposed total payroll.

Percentage of Total Payroll 7.65%

Total Payroll \$40,462

**9996 – WORKERS COMPENSATION INSURANCE - \$1,500**

**9999 – DEPRECIATION - \$5,440**

Based fixed asset database projection for depreciation. Year eight (8) of projected ten (10) year depreciation of 20' Pioneer Harbor Patrol Vessel, motor, and trailer.

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**Expenditures TOTAL REQUESTED EXPENDITURES \$76,201**